

TEXAS EDUCATION AGENCY

Open-Enrollment Charter School Renewal Application

Coversheet

Name of School: EOAC Waco Charter School

Current Grade Levels Serves: K-5 Additional Grade Levels Requested: 0

Maximum Grade Levels to be Served: 6 Total Grade Levels

Current Enrollment: 175 Maximum Authorized Enrollment: _____

Name of Sponsoring Entity: Economic Opportunities Advancement Corporation

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

SBOE District: 161-801

Chairperson of Board of Sponsoring Entity: Susan Copeland

Applicant Mailing Address: 500 Franklin Avenue, Waco, TX 76701

Contact Phone #: (254)753-0331 Fax #: (254)754-0046

Chief Executive Officer of Sponsoring Entity: Johnette Hicks

Chief Executive Officer of School: Johnette Hicks

CEO/School Contact Phone #: (254)754-8169 Fax #: (254)754-7389

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

CEO/School Mailing Address: 615 North 25th Street, Waco, TX 76707

School Site Address: Same as written on line 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.

[Signature]
Signature of Chief Executive Officer of Sponsoring Entity/Date

10/26/2000

[Signature]
Signature of Chairperson of the Governing Board of the Sponsoring Entity/Date

0008-92-01

**EOAC Waco Charter School
Open-Enrollment Charter School Renewal Process**

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**EOAC Waco Charter School
Open-Enrollment Charter School
Renewal Application**

1. CHARTER SCHOOL PERFORMANCE REVIEW

Degree to which the EOAC Waco Charter School (WCS) has achieved measures set forth in original charter application:

(1) Educational Program:

Original curriculum was to include components that addressed the following academic objectives:

- Texas Essential Elements - WCS stayed the course during the early days of the charter as they do today. ESC Region 12 continues to train WCS teachers in curriculum development based on the essential elements. Teachers continue to engage in maximum use of instructional time. Students originally achieved average scores on the state-mandated test. As professional development and student learning continued to grow and the essential elements evolved into Texas Essential Knowledge and Skills (TEKS), WCS reached "Acceptable" status during the 1999-2000 school year on the TAAS. A major task for teachers currently is aligning the curriculum with the TEKS.
- Language development, communication skills (reading, writing), comprehension, computation skills - The confidence and skills gained through written and spoken language as well as thinking and computation skills has allowed selected WCS students to be chosen as representatives of Kiwanis' "Terrific Kids" and "ROAR" programs. In addition, because of the work of the students, WCS was chosen to receive a "Learn and Serve" grant. Students also participate in the local fine arts and the After School Arts Institute, which permit them to use the above noted skills. Combining language and computation skills, students produce a newspaper annually and participate in fund raising. Teachers nominate students excelling in scholarship, leadership, and service for the school's "Wall of Fame."
- Strong phonetic base - Consultants trained in the Wisconsin-engineered Distar curriculum have taught the WCS teachers to use the program. Teachers continue to use Distar as well as emerging Texas Reading Initiative strategies to ground students in a strong phonetic base for reading. For instance, kindergarten students use mirrors to help them develop sound-symbol relationships. All teachers use recognized language-rich environments to foster reading. Invited community volunteers read to the children during the Opening Assembly.
- Problem solving and higher order thinking skills - Due to the neighborhood in which the school is located problems present themselves for solving using higher order thinking skills. For instance, students were asked to give input into a recent problem with vandalism. Their suggestions were implemented. WCS students have

participated in the community when volunteers were requested by a local nursing home. Students participate in the local Sanger Heights Community Garden. The garden provides students with opportunities for "From the Seed to the Stomach" curriculum and life long learning. The students have participated in a new Learn and Serve grant which, if approved, will provide for a pond allowing students to observe yet another ecosystem.

- Fine arts - Students have experienced the fine arts vicariously through stage plays, exhibits, invited authors presenting their works as well as authentically through students learning and performing piano, drama, and dance at the historic Hippodrome Theatre in Waco. A certified instructor teaches students in martial arts during the After School program. These students also perform during the annual presentation to the community at the Hippodrome Theatre.
- Remediation - Academic remediation continues to take form thanks to community tutors dedicated teachers, and peer guidance. Teachers use the pre-test method and redirect curriculum based upon the needs and strengths of students. Teachers assign homework on a regular basis. Home/school communication, cooperation, and support are encouraged. Remediation of social behavior is taught through contract personnel.
- Life skills training - Embodied in the curriculum are learning activities to assist students in nutrition, personal hygiene, personal safety, developing moral and ethical principles, accessing public services (e.g., public transportation, libraries, medical facilities, recreational facilities), managing time and money, understanding and appreciating diversity. Records and reports of Basic Life Skills training (hours of training, kind of training, projects completed), cultural/educational enrichment activities and parental participation and community involvement are compiled and reported annually. Character-building topics are introduced during Opening Assembly and addressed through guest speakers, such as a recent illusionist, children's literature, and real life lessons. The local fire marshal has presented safety information to all students as well as to teachers and staff. The local 911 education director has presented information on that topic. Baylor University Wellness Office representatives and the Texas National Guard have contributed to the students' knowledge of drug awareness through the Red Ribbon Campaign. Teachers have led the students through the State-based curriculum "Project V.O.T.E."
- Technology - The school has received funds to purchase computers through a Youth Collaboration grant and through the Texas Infrastructure Fund. Some WCS students have elected to enroll in basic computer applications in the After School Program. This year the students will create the invitations to the annual Hippodrome Arts Institute presentation open to the Waco community. The accelerated reading program also employs technology in each classroom.
- Independent learning - Students have produced their own Big Books following their studies of special concepts, such as dreams. Students write independent letters of thank you or create artistic representations for speakers who visit the school. Students have chosen "Recycling" as one of their themes. To facilitate their

learning, a Peer Assisted Learning team from Midway ISD leads the fourth and fifth grade classes one day each week in different recycling topics, such as graffiti removal. Parents and a local church cooperate with the students to reduce paper and aluminum through recycling.

(3) Key Evaluation Measures:

- **90% Passage of all Areas of TAAS** - The original goal of the Generation One charter school was 90% passage of all areas of TAAS. However, WCS enrollments over the past five years have included 93% of children who have not been successful in other school settings. As a result we celebrate the 73% passage of the TAAS from last year even though the 90% passage continues to be a goal. Student performance on the pre/post test format of the Iowa Tests of Basic Skills (ITBS) shows significant gains from beginning to end of school year. Students continue to master the goals stated on the Individualized Educational Work Plan (IEWP) each year. Grade reports and Individualized Education Plan's (IEP) are sent to parents and/or guardians and parent/guardian conferences are held in a timely manner.
- **95% Student Attendance Rate** - The students have achieved this level of performance each year. Parents are held to the Texas Education Code and are notified when a student's nonattendance nears an unacceptable number as noted in the *Parent/Student Handbook*.
- **100% Promotion Rate** - This indicator continues to be a goal for the WCS.
- **0% Dropout Rate** - This indicator has been achieved each year of the five years.
- **Less than 10% Disciplinary Action Rate** - This level of performance has been achieved each school year due to parental cooperation and research-based disciplinary strategies, such as multiage grouping that challenges students.
- **98% Faculty Attendance Rate** - Faculty members have achieved this high goal each year. Built into the EOAC's personnel policies are firm guidelines on employee attendance.
- **Ranking as "acceptable" or higher** - The WCS achieved the Texas Education Agency (TEA) ranking of "Acceptable" during the 1999-2000 school year. The performance of acceptable or higher will continue to be a goal for the WCS.

(4) Additional Accountability Provisions:

- **90% of all students will demonstrate at least one year of growth in academic performance, as measured by standardized achievement tests** - ITBS scores indicate this provision has been achieved.
- **90% of all parents and students surveyed will rate their experience at the Waco Charter School as excellent** - Parent and student evaluations continue to prove this accountability provision.
- **90% of all students will master all objectives as identified in their IEWP** - The WCS has achieved this provision.

(6) Describe the governing structure of the open-enrollment charter:

The governing structure of EOAC has not changed and stands ready to guide the WCS through the next five (5) years of the new charter as the corporation successfully guided the school through the first five years.

The EOAC is a private, non-profit corporation organized in 1965 by a group of concerned community leaders. The corporation was chartered in 1966 by the State of Texas and has 501(c)(3) status. The EOAC Board of Directors consists of twenty-four members. One-third of the members represent the poor; one-third represents community organizations; and one-third are elected officials or their appointees. The representatives of the poor are elected by residents from designated, low-income areas. The Board of Directors meets monthly. An Executive Committee of the Board also meets monthly. Further, the Board of Directors annually appoints standing committees to provide guidance and direction to the EOAC Executive Director.

The EOAC, an umbrella for many programs, has operated the Head Start Program for thirty years and currently serves 754 three and four-year old children. EOAC also operates the Child Care Management Service Program that oversees 108 licensed and/or certified day care centers along with 51 self-arranged child care providers thereby providing child care to 668 families with 1,255 children in a 6-county service delivery area, annually weatherizes approximately 85 homes, and provides crisis intervention to 5,747 people representing 2,190 households. The Waco Charter School will have an Advisory Council for each campus. Fifty percent (50%) of the council members will have children currently enrolled in the school. The remaining members will be Community Representatives from organizations interested in education and in improving the quality of life for Waco's youth. The Advisory Council works closely with the Charter School Director and the Executive Director, and makes recommendations concerning all facets of the school operation to the EOAC Board of Directors.

The EOAC Board monitors the activities of the above-stated programs to assure compliance with stated goals and mandated performance. Monthly financial and programmatic reports are provided to Board members. The EOAC Board will assure the same compliance for the Waco Charter School.

(7) Specify the qualifications to be met by professional employees of the program:

As is true with schools nationwide, the WCS finds filling open positions with qualified professionals difficult despite wide recruiting efforts and a salary/benefit package that is commensurate with area schools. The qualifications for the professional staff will be as follows:

- The majority of the faculty will be required to hold degrees from an accredited

college or university in their respective teaching discipline. However, it has been the school's experience to find extremely gifted faculty without teaching degrees. Hiring will continue to be done in a manner equitable with teaching ability.

- Faculty will be encouraged to continue to pursue State certification requirements.
- Faculty will be required to have teaching or professional experience in any of the following areas: Public school, private school, college or university, home school, education co-op, business or corporate environment.
- School administrative staff will be required to hold at last a Bachelor's Degree from an accredited college or university, with a major or experience in a field related to the area of responsibility.
- All staff must meet minimum employment criteria (e.g., no criminal record) as established by the EOAC Personnel Handbook.

(8) Describe the process by which the person providing the open-enrollment charter will adopt an annual budget:

The process remains an exemplary one and will continue to be followed when the new charter is granted.

The Charter School Director develops an annual proposed budget with input from the WCS Advisory Council. The proposed budget is then presented to the EOAC Board of Directors for adoption.

(10) Describe the manner in which an annual audit of the financial and programmatic operations of the open-enrollment charter will be conducted. Describe the manner in which the charter will participate in the Public Education Management System (PEIMS) information, as required by state statute or by State Board of Education rule:

Monthly Financial Reports: Presented monthly to EOAC Executive Committee serving as WCS Board and again to full Board of Directors on a monthly basis

Financial Audit: An audit of the financial records is conducted annually by an independent accounting firm selected by the Board of Directors.
EOAC

Programmatic Operations: Quarterly and annual reports are submitted to the EOAC Board of Directors. Annual reports are submitted to TEA for review.

PEIMS Information: The Waco Charter School has identified one staff person who is responsible for PEIMS data collection and input. The School Director reviews and signs all PEIMS data reports and submits the

reports as requested by TEA.

(11) Describe the facilities to be used:

A two-phase approach was presented in the original charter application. In final negotiations neither approach was feasible due to lack of funds for restoring the "Sanger Avenue Elementary School" and Waco Independent School District's decision to demolish the Provident Heights Elementary School and the Brook Avenue Elementary School and then to rebuild the two elementary schools as new ones in the 76707 area. Therefore, the WCS has been housed in a strip mall built in the 1950's. The current location is 615 North 25th Street, bounded by 24th Street, Fort Avenue and Sanger Avenue, one block off West Waco Drive (See Exhibit "A"). The school uses approximately 22,500 square feet of area containing eight (8) classrooms, five (5) bathrooms, four (4) offices, a large bookroom/storage area, a gymnasium, a kitchen/cafeteria serving area, a computer area, and an open area that serves as both cafeteria eating area and assembly area. The facility meets all requirements of the Americans With Disabilities Act of 1990, Title III. A playground as well as a park is a part of the school grounds. The facilities have been recently inspected by the fire department and passed inspection. Fire drills, blocked and unblocked, are held monthly with students exiting the building each time in two minutes. A teacher-led crisis team is investigating alternative sites and transportation issues in case of a crisis. An asbestos abatement plan is on file. WCS recently re-striped a portion of the parking lot and painted enter and exit signs to control traffic. The City of Waco has been contacted to install a school zone designation. This would reinforce the crosswalk sign on North 25th Street in front of the school.

The strip mall has met facility needs, however, the goal is to purchase or build a facility. If the charter renewal is granted, the EOAC Board will begin long-term facility planning

(12) Describe the geographical area served by the program:

The residential area immediately surrounding the WCS is the area to be served by the school. The adjacent neighborhood is naturally racially diversified and integrated. The majority of the residents are classified as low to moderate income; however, all socio-economic levels are represented in the area. (See Exhibit "B".)

(13) Provide a list of all districts within the geographical area that may be affected by the open-enrollment charter with the date the Statement of Impact was sent to each affected district:

- Waco Independent School District
- Date Statement of Impact was delivered to the district: October 18, 2000
- Rapoport Academy

- Date Statement of Impact was delivered to the school: October 18, 2000
- Eagle Charter School
- Date State of Impact was delivered to the school: October 18, 2000

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.

Local isd's faced overcrowding in grades kindergarten and first at the beginning of the 2000-2001 school year. This crisis situation only served to emphasize a continuing need for the EOAC Waco Charter School. With the realization of the "Acceptable" status as of the 1999-2000 school year, the WCS has accomplished a progression of good work in the area of Waco noted as having the highest juvenile crime statistics. Our leaders, neighbors and parents value our presence as an anchor for the community (See Exhibit "C"). The school's program runs from 7:00 a.m. to 5:00 p.m. each weekday. Research indicates that most crime occurs between the hours of 3:00 p.m. through 7:00 p.m. during the weekday. Therefore, by providing a quality curriculum during the hours when criminal activities are most prevalent, the WCS fills need within the community. Between the hours of 5:00-7:00 p.m. the After School program offers--at no cost--martial arts, computer basics, photography, piano, Girl Scouts, and TAAS preparation ("The Reading Roundtable") for not only WCS students but other interested students within the 76707 zip code area.

During the academic day, the WCS meets the academic needs of 170 students this school year. Through the school day, students are taught reading/language arts, writing, mathematics, social studies, science, and health. In addition, students learn from visiting speakers, guest readers, fire/police/911 healthy and safety professionals, a local farmer with animal babies, an illusionist with character-building information, field trips to area historical, fine arts, and civic events, an association with Kiwanis' "Terrific Kids" and "R.O.A.R." programs, a neighborhood association with its garden, the Veterans of Foreign Wars with citizenship information, the State of Texas with its "Project V.O.T.E." curriculum, Baylor University and the Texas National Guard with drug awareness information, a local high school PALS group as well as the city solid waste spokesperson with recycling information. The need exists to prepare the WCS students, whose free and reduced meal status is 93% this year, with the tools to vote, lead, remain safe and healthy, and become productive members of society. The need continues to exist wherein parents and guardians are offered parenting techniques and education strategies.

We believe that due to our past successes and continued goals, a need continues to exist for the Waco Charter School in the community that was the first suburban area for

the City of Waco and that still has trolley track that show through the modern road resurfacing. Like the large Chautauqua-centered auditorium that used to sit at the end of Ethel Avenue near the school, the WCS offers life-centered, life changing education for the present as well as the future generations of the city.

B. Explain why the charter school model is the appropriate vehicle to address this need.

The autonomy offered tenets of the charter school movement; innovative curriculum, tuition-free education, parental choice, and waivers of many rules offer a foundation for the creative model that leads to elevated student learning. The WCS has responded to this grassroots model but has ensured that it abides by health, safety, and civil-rights laws. Children who come to the charter school would not be successful in other environments. Parental letters of support note the difference the WCS has made in the lives of the children. We know that the presence of the WCS in the 76707 area has caused the local independent school district to improve. Where WCS was the only school in the area, Waco Independent School District has built two elementary schools to serve parents and children. In addition, WCS gained the same status, "Acceptable", as many of the Waco ISD schools did this past year. Children learn in different ways. The competitive education marketplace of Waco must continue to allow for parental choice.

3. VISION OF THE SCHOOL

WCS envisions continuing its Life Skills curriculum. We also realize a continued need to tighten the curriculum to address TAAS objectives; therefore, training and implementation of the Core Knowledge sequential, fact-based learning approach would become a new direction for the WCS. Since all of the WCS students transfer to other schools following the fifth grade, the Core Knowledge approach will continue to assist the school as it addresses the

- expansion of student understanding of increasingly complex information required by TEKS
- elimination of gaps and repetitions in student learning without TEKS
- provision of foundations for future learning
- promotion of fairness and excellence for all students
- provision of a common ground for communication in a diverse society

The results and benefits of the vision follow:

For the Community -

- provision of a clear understanding as to which concepts are taught throughout each grade level in the school
- provision of opportunities for community members to assist in obtaining and providing instructional resources

For the Charter School -

- provision of a common focus to share knowledge and expertise within the WCS
- lessening of learning gaps due to mobility in the area
- cooperation among schools in providing quality learning experiences for all students
- provision for a strong foundation of knowledge for success in middle school and beyond
- provision of a focus and vision for instruction
- provision of a coherent, sequenced learning from grade to grade
- promotion of a community of learners
- provision of a tool for planning using TEKS and communication among professionals
- provision of a tool for purchasing school resources
- provision of consistency throughout grade levels

For Parents -

- provision of understanding which concepts their children are learning
- participation in their children's education both at school and at home

For Students -

- motivation to learn
- opportunities for questioning, reasoning, and evaluating
- provision of a broad base of knowledge and a rich vocabulary
- provision of the knowledge needed for high levels of learning as outlined in the TEKS
- provision of curriculum grounding necessary for passing to next grade
- provision for passing TAAS
- provision for lifelong learning

4. GOALS FOR THE SCHOOL

A. Student Goals: Improvement and Attainment

1) Goals and Objectives

a) WCS sets the goal for student learning to include passing to the next grade level and passing TAAS. These two objectives can be met through the continued support of parents and dedication of teachers. The objectives can also be met through realignment of the curriculum with TEKS. In addition, WCS must reduce its Risk Inventory from 3.5. This cannot be accomplished through reducing the school's minority standing as the geography of our charter mandates its setting in the high minority, low-income population of the 76707 area of Waco, Texas. WCS can, however, be cognizant of the high numbers of minority children who are exempted from the TAAS, even though those numbers match with IEP's currently. 90% of all students recognized, as receiving special services will master 90% of all objectives as identified in the IEP. The school will continue pre/post testing students in content areas with an

expected post-test score of 80% or higher. The school will continue to administer the nationally normed ITBS to all students with the expected outcome for 90% of the students to be of a gain in academic performance of one grade level. The school will continue to expect that 90% students in grades 3-5 will display their learning of TEKS through their passing the TAAS with 80% or higher. The school will continue to strive for excellence through achieving the ranking of "acceptable" or higher according to the TEA Annual Performance Rating based on student performance on the State-mandated TAAS test.

b) Other 5-year goals for student performance unique to the WCS include the following:

- 90% of all parents and students surveyed will rate their experience at the WCS as excellent
- All students will have student attendance rate of 95%
- 98% faculty attendance rate
- 0% dropout rate (children of families who relocate will not be considered "dropouts" but transfers)
- Less than 10% disciplinary action rate, based on number of students enrolled--i.e. if 180 students are enrolled, less than 18 PEIMS number 425 disciplinary action codes will be noted.
- 100% participation in Life Skills curriculum due to 93% of students deemed as at-risk. It will be important to give opportunities that grant the students a belief in community, self-esteem, a belief in self, and parental involvement that will ensure their success wherever the student is in school

2) *List of measurable school performance objectives for goals listed above* Noted with item 4A.1)a).

3) *List of measurable school performance objectives for goals listed above.*
Noted with item 4A.1)a).

4) Annual progress will be reported to the State Board of Education (SBOE), TEA, and the public through PEIMS, reports, news releases, and letters home to parents.

B. Facility development has been established as a goal by the EOAC Board of Directors, Administration, and the Waco Charter School Policy Advisory Council. The proposal is to seek foundation grants and generate a WCS capital account for facility purchase if the renewal is granted.

5. EDUCATIONAL PLAN

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

1) At the WCS scope and sequence is determined by the State-adopted textbooks as well as curriculum alignment of TEKS. Reading is delivered through a balanced approach, which includes phonics instruction as well as a language-rich environment. Concepts are delivered in a sequential fashion according to the TEKS. Pre-testing is accomplished in written or oral fashion, depending on the age of the student and the complexity of the concept. If, for instance, habitats is the concept for kindergarten, a resource person may bring in a fallen bird's nest or a local farmer may visit with his animal babies to take the concept from the printed page and teacher talk to reality. Children may draw examples of habitats or create scripted or tape-recorded stories about their learning experiences.

Science curriculum includes vicarious as well as real experiences. For instance, in third grade, according to TEKS, students study in the textbooks about animals with and without backbones. Students also study composting. A resource person from the City of Waco brings a worm farm to show students how an animal without a backbone contributes to composting.

Mathematics curriculum includes counting money (using manipulatives). The teacher enlarges copies of paper and coin money and places them on a bulletin board as teaching tools for a whole class activity.

In social studies students study government as one concept. The teacher involves the students in the State curriculum, "Project V.O.T.E"; allowing the students through the classroom activities to experience the process of voting.

2) The alliance with the Sanger Heights Neighborhood Association is a unique one. Built into the original charter, the alliance allows children to plant seeds and/or seedlings. Reading, writing, mathematics, science, and social studies lessons come from the planting. Space is negotiated with the association. For instance, students may predict, using the scientific method, why a plant did not emerge from the ground or why a plant grew so well. Students write about their plants, measure the plants, cooperate socially for space in the garden, and harvest the plants to eat with the noon meals. The curriculum is called "From the Seed to the Stomach."

3) "Teaching as social enterprise" as well as problem solving is built into every part of the TEKS. Growing vegetables and fruits teaches the children to be resourceful. Teaching the WCS students to be resourceful and to be healthy as well as to work cooperatively was a part of the original charter. Teachers plan together weekly as to goal setting, concept development, and assessment.

4) Teachers use the TEKS as the basis for their classroom objectives. They then create the lesson around the objectives. Students are assessed in formal and informal ways. Many classroom teachers include portfolios as part of the assessment process.

5) Since the WCS grades include K-5, State graduation requirements are not part of the plan. However, curriculum planning is always directed with an eye toward a student's progress and success. It should be noted that even though graduation is not a part of the plan, students graduate from kindergarten and fifth grade as an encouragement for parents to think of these as two of many graduations in the future.

6) The teaching methods (pedagogy) used at the WCS includes whole group and small group teaching, cooperative learning, individual teaching, mini-lecture, directed reading instruction, unit teaching, drill, discussion, demonstration, and contracts. Materials are often teacher-created or donated. Strategies, techniques, and/or procedures may time-tried-and-true or the newest one from ESC Region 12. Teachers attend workshops at the service center then return to the campus to share the ideas with other teachers and staff during the weekly faculty meeting and/or weekly curriculum meeting.

7) Assessment of individual student performance is gauged through teacher-made or textbook tests and project grades. Assessment also occurs through portfolio work and self-assessment. Checklists are often used where appropriate, such as in science class or in kindergarten. Indeed, the kindergarten report card is designed around the skills, such as each alphabet letter, that the students are to achieve. Texas Primary Reading Inventory is used in kindergarten. The OPT is used by the LPAC group for access to ESL services following receipt of the family language survey.

8) Educational strengths and needs of individual students are assessed by teacher observation and/or psychological tests given by a contractor following parent approval. In addition, parent comments are considered as curriculum is designed to meet students' needs.

9) The WCS program goals and performance standards are being met in part with regard to the original charter. The predicted 90% of third through fifth grade students did not pass the TAAS each year, however. As a result, our new charter application focuses on Core Knowledge for students, training for teachers, and ongoing curriculum alignment with TEKS. Students are able to read, write, and compute. Most students are gaining one grade level according to the post ITBS scores.

10) Student evaluation results guide instructional programs. If a student fails social studies during a six-week period, all factors are addressed: Have parents been contacted during the six weeks? Have we worked with the student one-on-one? Have we assessed objectives, methodologies, strategies, and tests to check their appropriateness for the child? Have we built prior knowledge? If the student is not turning in homework, do we have a behavior plan to help the student? Are many students failing social studies? If so, is the textbook inappropriate for the grade? Answers to these questions guide instructional programs.

11) Professional development occurs in many different locations--at the school as teachers and staff share what they have learned in a recent workshop, at the ESC Region 12, in the weekly faculty or curriculum meetings, through contractors, through shared articles, through the Charter School Resource Center, and through the Charter Division of TEA. In addition, teachers and staff receive extensive professional development before the school year begins. There has been discussion between and among school districts concerning the sharing of professional services. These avenues for professional development will continue.

B. Special Needs Students/Programs

1) Accommodation of Special Education needs students

a) Child Find - The WCS is preparing a brochure to deliver to present and new parents concerning IDEA regulations.

b) Confidentiality - Special education student records, as different from cumulative folders, are kept in a separate office in locked files. Only the mental health contractor and the school director have keys.

c) Procedural Safeguards - At the beginning of each ARD meeting, the parent/guardian is presented with a document noting the procedural safeguards. Contractors may orally summarize the document. If necessary, an interpreter sits in the meeting to interpret for the parent/guardian.

d) Notice of Admission, Review and Dismissal (ARD) Committee Meetings - If the meeting date and time are mutually agreed on, a letter is sent to the parent noting the meeting.

e) Assessment of Children to determine eligibility - Students who have received services in a previous school district or who have been referred by the classroom teacher to the Student Assistance Committee (SAT), or who have been referred by the SAT to the Mental Health Team may, following parental approval, receive testing and, upon determination of special needs, receive services.

f) Development and Implementation of the Individual Educational Plan (IEP) - The IEP is developed within the ARD and with unanimous agreement by the ARD committee members, who are the special education teacher, the classroom teacher, the administrator, and the mental health team representative. Once the IEP is developed the classroom teacher receives a copy of the document. The IEP is then used daily in lesson plans for the special needs student.

g) Least Restrictive Environment (LRE) Placement - At WCS all students are taught within the grade level classroom, the least restrictive environment, with the IEP guiding the curriculum. Special needs students may be pulled out of the regular classroom for behavior training in social, emotional, or educational skills. Or students may be pulled out to receive speech services.

h) Transition Planning - The SAT developed a transition plan for students who are having short-term behavior problems. If the student is disrupting his usual class, s/he may be sent for a short time, with assignment in hand, to a multiage

classroom to complete the work and to get his/her behavior under control then is returned to the usual classroom.

i) Certified Personnel for the provision of services to children with special needs - The WCS chooses to contract mental health services from a psychologist and two of her doctor of psychology students at this time. WCS contracts with a speech therapist for speech needs.

j) Services to Expelled Students - No special needs students have been expelled.

2) Meeting Students Needs Who Qualify for Federal Programs - The WCS uses the Inclusion model. The classroom teacher is a part of the ARD process and, as such receives an IEP. Additional services are provided by contractors.

3) Meeting Students Needs Who Qualify for Other Programs such as: Bilingual/English as a Second Language (ESL), State Compensatory Education, Dyslexia, and Gifted and Talented - The WCS has received a waiver to offer ESL. The State-created curriculum is supported by appropriate textbooks and materials. The facilitator has received and continues to receive ESL training through the ESC Region 12. An LPAC Committee works together following initial testing of teacher-referred students. A pullout program is offered to those students who qualify. No dyslexia student has been referred. No gifted and talented (GT) student has been referred. However, if a dyslexia student or GT student is referred staff members will be trained to meet those needs of qualifying students.

4) WCS identifies and provides educational support for students who are identified as being "at risk for dropping out of school."

5) WCS offers all students opportunities to work on the school newspaper. Students are nominated to be a part of the "Wall of Fame" and "Terrific Kid" program. The 07 Project allows students to be involved in the Arts Institute after school. During this time students can choose to participate in martial arts, computer basics, photography, and/or piano.

C. Admissions Policy

1) Timeline for admitting students - Recruitment efforts to ensure all area students have equal opportunity to access the school include posting flyers in local youth centers, eateries, washaterias and churches, gridding the neighborhood and handing out flyers door-to-door. Students are admitted when proof of birth, social security, and immunizations are verified as well as when records are received from the sending school. The latter is necessary to continue any services the student may have been receiving. Parents are allowed time during the spring semester to pre-enroll. However, when a grade level fills up, students' names are placed on a waiting list for call back. Admission is handled on a first come, first served basis.

2) How policies further the mission of the school in a non-discriminatory fashion - In 1998, the Texas Legislature noted that in the 76707 area 30% of the population resided and so did 60% of the juvenile crime. The 76707 area has been designated by the Legislature as a high juvenile crime area, which has allowed the WCS to be a part of the 76707 Project funded by the Legislature through the Texas Youth Collaboration for a total of \$253,000 over the past three years.

6. SCHOOL DEMOGRAPHICS

A. WCS enrollment projections for the next five years will remain between 180 and 350 depending on facility space. Using the present facility the maximum enrollment goal is 225 served in grades K-5, with 22 students per teacher.

B. The WCS has one campus located at 615 North 25th Street, Waco, Texas 76707. The 76707 zip code area is peopled with a low-income minority population. The area is home to mostly renters, who make up approximately 75% of the population. WCS has a 93% free and reduced lunch status. Few companies or industries are located within the geographic area. Most of the businesses are service types, such as garages, barbershops, daycare facilities. Head Start, a community-based educational facility for ages 3 through 5, is located in the same mall as the WCS.

7. GEOGRAPHIC BOUNDARIES AND STATEMENTS OF IMPACT

A. The WCS is located at 615 North 25th Street in the 76707 zip code area of the city of Waco, Texas. The school is bound by 24th Street, Fort Avenue, and Sanger Avenue (residential areas), as well as 25th Street (business area). WCS is one block off West Waco Drive, a major thoroughfare and business artery of the city.

B. The Waco Independent School District (WISD) has recently rebuilt Provident Heights and Brook Avenue Elementary Schools and renovated Brazos Middle School in the 76707 area. As an open-enrollment charter school, the WCS accepts transfers from WISD schools in the 76707 area code. If spaces remain available following pre-enrollment, the open slots are filled with applicants from other area codes within the city of Waco.

C. 1), 2), and 3) *Statements of Impact* were hand delivered to WISD, Rapoport Academy and Eagle Charter School (See Exhibit "D") on October 18, 2000.

8. COMMUNITY SUPPORT

The WCS has had extensive involvement from community groups in the charter renewal process based upon the representation of the target areas, elected officials, and community leaders serving on the board, with all three sectors having equal

representation. There have been two school forums to provide the WCS Committee of the board input, guidance, and direction. Additionally, enclosed are letters of support from the community. The parents of WCS students elect parents to serve on the Policy Advisory Council. The parents have played a major role in the success of the WCS and have also provided direction during the renewal application process.

The community has been supportive of the school for the past five years and has pledged continued support in the future.

B. The WCS has maintained a business arrangement with the WISD since the inception of the original charter. WISD through the Marriott Corporation provides breakfast and lunch for the school. WCS and WISD maintain a good working relationship (See Exhibit "E"). The WCS also maintains a good working relationship with Education Service Center Region 12 through PEIMS accounting software updates as well as through a shared services agreement for professional development. The WCS was chosen to receive a prestigious \$100,000 Challenge Foundation Grant. The WCS partnership with the Texas Youth Collaboration has brought in \$253,000 for program funding over the past three years. We also consider support from a local bank as important since that entity loaned money for renovation costs when we moved into our facility. Our goal is to partner with other public school for training opportunities for teachers and staff as this is cost effective and develops an awareness between the charter school and the development partner.

C. *Notice of Intent* was published in the Waco Citizen newspaper on October 21, 2000 (See Exhibit "F"). In addition, the statement was mailed to the city commissioner's court with jurisdiction over the geographic area.

D. A hearing was held at 5:30 p.m. on October 26, 2000, at the WCS with the purpose to publicly review the renewal application for the charter school. Letters advertising the event were created and sent to parents by each student on October 23, 2000. Notice of the meeting was published in the Waco Tribune-Herald from October 24 through October 26, 2000. A copy of the notice and minutes from the meeting identifying presenters and a summarization of the presenters' comments accompany this application (See Exhibit "G").

9. HUMAN RESOURCE INFORMATION

A. Personnel policies and procedures are published in EOAC documents, *Policies and Procedures Handbook* (See Exhibit "H") as well as the *Employee Handbook* of the WCS (See Exhibit "I").

B. Administrators include the Executive Director of EOAC, Johnette Hicks, who also serves as CEO and Superintendent of the WCS. Lorita Manning, Director, serves as Principal. The EOAC Board serves as the School Board.

1) and 2) A notarized Biographical Affidavit for the Director of the school is included (See Exhibit "J") as well as powers and duties is included in the application.

a) and b) The WCS CEO and organizational chart (See Exhibit "K") as well as job descriptions for the CEO, school academic director, financial director, and other administrative personnel are included (See Exhibit "L").

C. For Faculty and Staff

1) Description of required qualifications for faculty and staff are enclosed (See Exhibit "M").

2) Faculty members number nine while teaching assistants number four. The teacher-to-student ratio varies by class from 12-1 to 23-1.

3) Job descriptions of all charter school faculty and staff, including instructional and non-instructional duties, are included (See Exhibit "M").

D. Code of Conduct

1) For guidelines governing student behavior, see *Personnel Policies and Procedures Handbook, Employee Handbook, and Parent/Student Handbook* (Exhibits "H", "I," "N ").

2) For policies regarding student expulsion and suspension, see Exhibit N.

3) For the WCS mandatory student attendance plan and its fit with the code of conduct and the mission of the school, see the enclosed *Parent/Student Handbook* (Exhibit "N").

10. BUSINESS PLAN

A. Financial Management

1) A copy of the current year's budget with revenues and expenditures to date is included (See Exhibit "O").

2) A 1-year projected budget covering all projected sources of revenue, both public and private, and planned expenses using the state template is included (See Exhibit "P").

3) A copy of the current business procedure handbook and a flow chart the WCS uses is included (See Exhibit "Q"). The policies, procedures, and forms for the daily business operation are contained in the handbook.

4) A copy of the current monthly budget status report with cover sheet to the board of directors is enclosed (See Exhibit "R").

5) 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 PEIMS in enclosed (See Exhibit "S").

6) A copy of the most recent annual financial audit report is enclosed (See Exhibit "T").

B. Facility Management

1) The WCS is located at 615 North 25th Street, Waco, and Texas 76707, in a former strip mall built in the 1950's. The building houses a paint store, the WCS, Head Start, and a barber shop. A playground is located in the front of the school and a park is located behind the school. The WCS facility has approximately 22,500 square feet of space.

2) An open area in the front of the building serves as a gathering spot for kindergarten and fifth grade graduations, parent meetings, assemblies, as well as breakfast and lunch. A small gym area serves in divided part as an ESL classroom and as an area for the After School martial arts program. A cafeteria serving area is located in the back of the building (See Exhibit "U"). A park behind the building serves as a natural classroom in nice weather for science, social studies, and language arts. The playground is located in the front of the building and is surrounded by a fence for security (See Exhibit "U"). Each classroom maintains a library.

3) Two groups have approached the WCS with ideas concerning funding a new facility. They will be invited to address the Board for long range planning.

4) A copy of the lease agreement is attached (See Exhibit "V").

C. Student Attendance Accounting

School attendance accounting procedures are included in the Parent/Student Handbook (See Exhibit "N"). A current school year calendar is enclosed (See Exhibit "W"). The WCS is open from 7:00 a.m. to 5:00 p.m. Monday through Friday. Teachers are responsible for teaching for 180 days per year. 180 students receive contact 10 hours daily, which equals 1,800 contact hours minimum per year. The eighth hour is spent in planning and preparation, faculty meetings, curriculum meetings, and/or committee meetings (such as LPAC, Crisis Committee, Curriculum Committee). The school day hours exceed the Academic Day for those involved in the After School Arts Institute.

Public Education Grant (PEG) under Texas Education Code, Subchapter G, and Chapter 29 will follow all Board policies since WCS is an open enrollment charter school.

D. Transportation and Food Service

1) The WCS does not own a vehicle. We must contract for special service arrangements to transport the students for special events or parents may provide

transportation. The hours of operation (7:00 a.m. to 5:00 p.m.) are designed to facilitate parent responsibility for transportation and parental involvement in the educational process. Parents may provide transportation for students and public transportation is available. Parents are required to sign students in and out allowing for two contacts per day. As a condition of admission, students enrolling from outside the boundaries (two mile radius) will be required to furnish their own transportation as a condition of admission.

2) The WCS contracts for food service with the WISD through the Marriott Corporation. Food service includes free and reduced lunch and breakfast programs.

E. The WCS extensively uses flyers, brochures, newspaper interviews, EOAC connections, gridding the geographic area, delivering flyers door-to-door, bulletin boards, media, open house, community partnerships, and word-of-mouth to attract students to the charter school.

11. GOVERNANCE OF THE SPONSORING ENTITY

A. 1) and 2) A profile of the board members of the sponsoring entity is attached and attested to as true and correct (See Exhibit "X").

3) a), b), c), d), e), and f) See included copy of by-laws, page (Exhibit "Y").

4) Textbooks are viewed and selected by a committee of teachers from the WCS who work with the WCS Committee of the Board of Directors to make recommendations.

B. 1), 2), a), b), c), d), e), and f) are addressed in the bylaws (Exhibit "Y").

C. 1), 2), 3), 4), 5), 6) Governance Structures and Processes

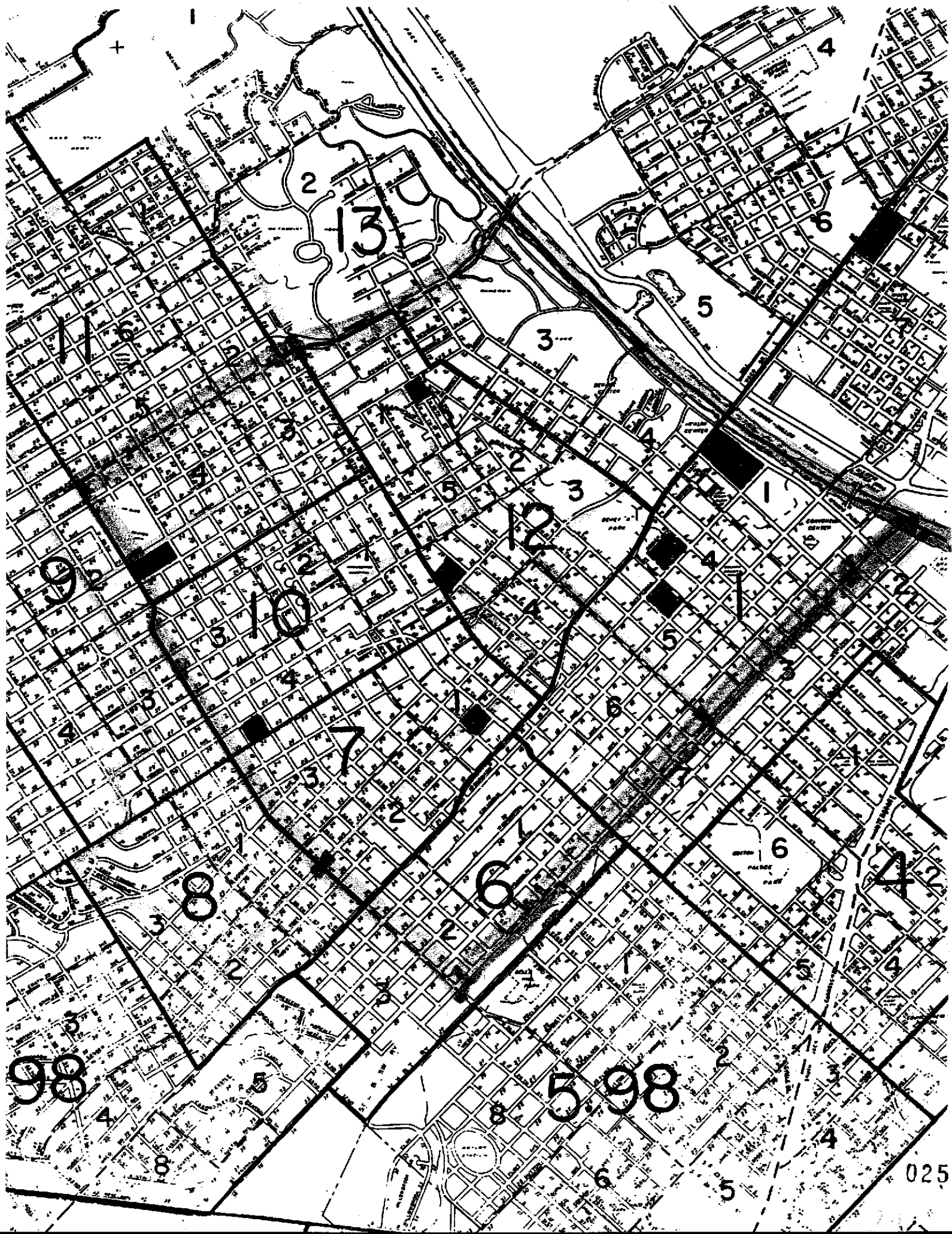
The EOAC is a private, non-profit corporation organized in 1965 by a group of concerned community leaders. The corporation was chartered in 1966 by the State of Texas and has 501(c)(3) status. The EOAC Board of Directors consists of twenty-seven members. One-third of the members represent the poor; one-third represent community organizations; and one-third are elected officials or their appointees. The representatives of the poor are elected by residents from designated, low-income areas. The Board of Directors annually appoints standing committees to provide guidance and direction to the EOAC Executive Director. The Board has appointed the Waco Charter School Committee to assure dialogue with parents, students, staff, and the community.

The EOAC, an umbrella for many programs, has operated the Head Start Program for thirty years. EOAC also operates the Child Care Management Services Program, which works with licensed day care centers to provide child care to families, annually weatherizes homes, and also provides crisis intervention throughout the counties of McLennan, Falls, Bosque, Freestone, Limestone and Bell counties. Other programs under the EOAC umbrella include Community

encourage parent involvement by attending school functions to assure good communications prior to policy planning and decisions.

LEGEND FOR MAP ATTACHED

- 1. The large numbers on the map denote County Precincts; and the small numbers denote Boxes within each county precinct.**
- 2. The solid black lines mark the boundaries of the County Precincts; the dashed black lines within the precincts mark the boundaries of the boxes within each precinct.**
- 3. The turquoise lines define the enrollment areas for various schools presently operated by the W.L.S.D. and correspond to the enrollment areas defined on the large W.L.S.D. map enclosed.**
- 4. The yellow lines mark the boundaries of the area that would be impacted by the proposed charter school(s), and correspond to the area also marked in yellow on the large W.L.S.D. map enclosed.**
- 5. The red boxes mark the location of the following elementary schools that are currently closed, but are proposed to be re-opened as charter schools:**
 - Sanger Avenue Elementary School - Precinct 7, Box 1**
 - Brook Avenue Elementary School - Precinct 12, Box 1**
 - Provident Heights Elementary School - Precinct 10, Box 4**
- 6. The gray boxes mark the location of the following schools that are currently closed, and are not proposed to be re-opened by the W.L.S.D. or the charter school proposal:**
 - West Junior High School - Precinct 12, Box 3**
 - Barron Springs Elementary School - Precinct 1, Box 4**
 - Waco High School - Precinct 1, Box 5**
- 7. The blue boxes mark the location of the following schools that are presently open and being operated by the W.L.S.D.; however, the present "Provident Heights" is proposed to be changed to serve as a Middle School if the charter school proposal can be fully implemented and the Ninth Grade Center that is proposed to be "surplused" by the W.L.S.D., could possibly serve as a Central City High School for the Charter School students and for students presently served by the W.L.S.D. at Wiley Middle School:**
 - Provident Heights Elem. School, formerly North Jr. High School - Precinct 11, Box 4**
 - Ninth Grade Center (proposed to be surplus) - Precinct 1, Box 1**
 - Wiley Middle School - Precinct No. not shown, but Box No. 7**



SANGER AVENUE

ETHNIC CHARACTERISTICS

<u>TRACT</u>	<u>WHITE</u>	<u>BLACK</u>	<u>OTHER</u>	<u>HISPANIC</u>	<u>FAMILIES</u>
1-1	25	0	■	8	■
1-4	406	168	■	97	17
1-5	42	67	■	86	44
1-6	161	99	■	67	40
6-1	197	45	■	110	52
6-2	101	12	■	39	29
7-1	315	173	15	127	110
7-2	269	188	25	140	135
12-3	68	1226	■	235	382
12-4	44	253	■	244	115
<u>TOTALS</u>	1628	2231	57	1153	925
<u>PERCENT</u>	32.1	44	1.1	22.7	

SANGER AVENUE

AGE/SOCIO-ECONOMIC LEVEL

<u>TRACT</u>	<u>UNDER AGE 5</u>	<u>AGES 5-18</u>	<u>PUBLIC ASSISTANCE</u>	<u>MEDIAN INCOME (Family)</u>	<u>BELOW POVERTY</u>
1-1	0	0	0.0	0	0
1-4	7	35	0.0	0	0
1-5	24	37	6.0	11,250	13
1-6	18	32	14.0	17,386	0
6-1	27	59	6	35,139	16
6-2	11	20	0	40,208	0
7-1	66	100	25	13,333	49
7-2	59	161	11	26,296	49
12-3	237	436	218.0	7,644	234
12-4	57	157	45.0	16,010	45
<u>TOTALS</u>	506	1037	325.0	20,908 (average income)	406

BROOK AVENUE

ETHNIC CHARACTERISTICS

<u>TRACT</u>	<u>WHITE</u>	<u>BLACK</u>	<u>OTHER</u>	<u>HISPANIC</u>	<u>FAMILIES</u>
11-3	150	310	7	140	151
11-4	543	369	6	304	303
12-1	67	551	0	134	188
12-2	6	698	6	94	192
12-5	36	242	■	62	80
13-3	50	297	0	70	73
13-4	25	133	■	78	56
<u>TOTALS</u>	877	2590	21	882	1043
<u>PERCENT</u>	20.1	59.2	.4	20.2	

BROOK AVENUE

AGE/SOCIO-ECONOMIC LEVEL

<u>TRACT</u>	<u>UNDER AGE 5</u>	<u>AGES 5-18</u>	<u>PUBLIC ASSISTANCE</u>	<u>MEDIAN INCOME (Family)</u>	<u>BELOW POVERTY</u>
11-3	50	155	48.0	13,750	61
11-4	107	328	63	21,010	82
12-1	51	221	32.0	22,794	38
12-2	141	312	94.0	7,825	138
12-5	23	83	34.0	10,750	66
13-3	36	100	0.0	21,125	16
13-4	25	56	9.0	28,375	17
<u>TOTALS</u>	433	1255	280	17,947 (Average Income)	418

PROVIDENT HEIGHTS
ETHNIC CHARACTERISTICS

<u>TRACT</u>	<u>WHITE</u>	<u>BLACK</u>	<u>OTHER</u>	<u>HISPANIC</u>	<u>FAMILIES</u>
7-3	395	305	11	326	245
10-1	71	154	■	90	74
10-2	176	240	■	179	137
10-3	147	91	■	69	73
10-4	231	69	15	112	105
<u>TOTALS</u>	1020	859	32	776	634
<u>PERCENT</u>	38%	32%	1.1%	28.9%	

PROVIDENT HEIGHTS
AGE/SOCIO-ECONOMIC LEVEL

<u>TRACT</u>	<u>UNDER AGE 5</u>	<u>AGES 5-18</u>	<u>PUBLIC ASSISTANCE</u>	<u>MEDIAN INCOME (Family)</u>	<u>BELOW POVERTY</u>
7-3	108	223	37	20,202	61
10-1	29	155	16	12,450	28
10-2	65	165	46	20,206	42
10-3	30	80	13	18,958	16
10-4	34	86	6	20,250	35
<u>TOTALS</u>	192	709	118	18,413 (average income)	181



DAVID SIBLEY
STATE SENATOR
District 22

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Committees:
ECONOMIC DEVELOPMENT, *Chairman*
ELECTRIC UTILITY RESTRUCTURING, *Chairman*
BORDER AFFAIRS, *Vice Chairman*
EDUCATION

October 20, 2000

Ms. Grace Shore
Texas State Board of Education
William B. Travis Building
1701 North Congress Avenue
Austin, Texas 78701-1494

OCT 20 2000

Dear Ms. Shore:

I understand that you, as Chair of the State Board of Education Planning Committee, are leading an extensive renewal review of the Generation-One charter schools in our state. I am writing you today in support of a particular Generation-One charter, the Waco Charter School.

As you know, the Waco Charter serves more than 200 students annually in kindergarten through fifth grade. Ninety-eight percent of these students are considered at-risk. The Waco Charter is vital in providing these at-risk students the attention and educational resources they so desperately need.

I hope that you also see the significant benefit that the Waco Charter is providing and, along with the Board, choose to renew the school's charter with the state.

Thank you for your time. If I may be of any assistance in your review, please do not hesitate to contact me.

Sincerely,

David Sibley

Fax Transmittal Memo		# of Pages 2
To: JOHNETTE HICKS	From: B. DIXON	
Co.:	Co.:	
Dept.:	Phone #	
Fax #	Fax #	

RCFX14



Ms. Grace Shore

Page 2

**cc: Jim Nelson, Commissioner of Education
Chase Untermeyer, SBOE Chair
Rene Nunez, SBOE District 1
Mary Helen Berlanga, SBOE District 2
Joe J. Bernal, SBOE District 3
Alma A. Allen, SBOE District 4
Robert H. Offut, SBOE District 5
David Bradley, SBOE District 7
Don McLeroy, SBOE District 9
Will D. Davis, SBOE District 10
Richard B. Neill, SBOE District 11
Geraldine Miller, SBOE District 12
Rosie Collins Sorrells, SBOE District 13
Richard Watson, SBOE District 14
Judy Strickland, SBOE District 15**

**** TOTAL PAGE.02 ****

033

State of Texas
House of Representatives



Capitol:
P.O. Box 2910
Austin, Texas 78768-2910
512/463-0712

Kip Averitt

District:
River Square Center
215 Mary, Suite 303
Waco, Texas 76701
254/772-6225

October 12, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear Commissioners and Board Members:

I am pleased to write this letter supporting the renewal application for the EOAC Waco Charter School, a generation one Charter School.

The Waco Charter School has provided a community-based school in the 76707 area to more than 600 children in the past five years. The majority of this school's population continues to be *at risk* students who greatly benefit from the individualized attention and nourishing environment that are provided by the dedicated teachers and administrators of this charter school.

Thank you for giving consideration to this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,

A handwritten signature in black ink, appearing to read "Kip Averitt", with a long horizontal line extending to the right.
Kip Averitt



McLennan County Courthouse

Jim Lewis
McLENNAN COUNTY JUDGE

P.O. Box 1728
Waco, Texas
76703-1728

254-757-5049
Fax No. 254-757-5196

October 20, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

It is my understanding that the EOAC Waco Charter School 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 615 North 25th Street, Waco, Texas 76707.

The EOAC Waco Charter School has provided quality education for kindergarten through fifth grades for over 600 children in the 76707 area.

Please consider this my letter of support for the Economic Opportunities Advancement Corporation Waco Charter School during their renewal application process.

Sincerely,


Jim Lewis
County Judge

JL/rs



WACO, TEXAS

LESTER L. GIBSON
McLENNAN COUNTY, COMMISSIONER, PCT. 2
P.O. BOX 648
WACO, TEXAS 76703-0648
(254) 757-5062
FAX# (254) 757-5007
e-mail: lester.gibson@co.mclennan.tx.us

October 18, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

Subj: Letter of Support

I write this letter in support of the renewal application for the EOAC Waco Charter School, a generation one Charter School. The Waco Charter School has provided a community based school in the 76707 area to over 600 children for the past five years.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,

Lester L. Gibson
Commissioner Lester L. Gibson
McLennan County
Precinct 2

LLG:pc

Blind copy: Johnette Hicks

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McLennan Community College

October 19, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

Please accept this letter of support for the renewal application for the Waco Charter School.

As Board President for EOAC, the Waco Charter School's sponsor agency, I have been closely associated with the school for the past three years. I have seen it grow, develop and evolve into an outstanding program serving almost 200 children per year.

Families are involved, children feel special and are successful and the Waco Charter School Board and volunteers are engaged and active. The community has embraced the school and it's concepts. I am proud to be associated with this program.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process. Feel free to contact me for any further information.

Sincerely,



Susan Copeland, Director
RSVP / McLennan Community College

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SHEEHY, LOVELACE & MAYFIELD, P. C.
ATTORNEYS AND COUNSELORS AT LAW

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DAN E. MAYFIELD
HENRY W. FIELDER
PHILIP E. McCLEERY
GARY K. JORDAN
G. MAYNARD GREEN
ROBERT A. WATSON
L. HAYES FULLER, III
J. DAVID DICKSON
PETER K. RUSEK

JEFFREY R. COX
JOHN O'HERREN
J. PATRICK ATKINS
ELISA DILLARD RAINEY
STEVEN M. BURTON
SCOTT V. ALLEN
LISA R. COWLING

OF COUNSEL
MICHAEL J. GULIG

ESTABLISHED 1893

JOHN F. SHEEHY
(1898-1979)

J. HENRY LOVELACE
(1926-1992)

510 N. VALLEY MILLS DRIVE
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WACO, TEXAS 76710
(254) 772-8022
FAX (254) 772-9297

2027 S. 61ST, SUITE 107
TEMPLE, TEXAS 76504
(254) 774-9565
FAX (254) 774-8579

REPLY TO WACO OFFICE

October 20, 2000

Texas Education Agency
STATE BOARD OF EDUCATION
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Re: EOAC Waco Charter School

Dear TEA Commissioners:

I am writing in support of the renewal application for the EOAC Waco Charter School, a general one Charter School.

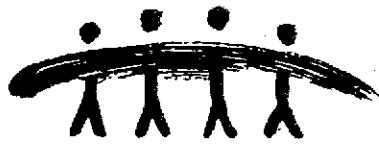
The Waco Charter School has provided a community based school in the 76707 area to over 600 children in the past five years. As a member both of the community and of the Board of Directors of EOAC, I have seen first hand the positive difference this school has made for its students, their families and the community as a whole.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Very truly yours,


Elisa Dillard Rainey

038



THE ARC OF McLENNAN COUNTY

BOARD OF DIRECTORS

Paige Moore
President

James Rainey
First Vice President

Charles Shaw
Second Vice President

Chuck Noe
Recording Secretary

Glenda Pruner
Corresponding Secretary

Brian Bachik
Treasurer

Barbara Alvarez

Jackie Deskins

Noah Jackson, Jr.

Mike Perry

Gala Rowe

Darrell Ryan

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Joyce Wortham

Chris Kagle
Heart of Texas Self
Advocate Representative

Executive Director
Camilla Bare

Advisory Board

Mrs. Gordon Rountree

Martha Appell

Elaine Elliott

James W. Ferguson, M.D.

Susan Huey

Joe Kagie

Betty Kingery

Judge Jim Lewis

Gary Miller

Barbara Tate

October 20, 2000

Mr. Jim Nelson, Commissioner of Education
Texas Education Agency
1701 North Congress
Austin, TX 78701

Dear Mr. Nelson,

I am writing in regard to the EOAC Waco Charter School and my relationship with the staff and children at the school.

As a member of the Waco Kiwanis Club and chair of Our Terrific Kids program I am privileged to interact with the children, staff and teachers at the EAOC Waco Charter School. This national Kiwanis program is a positive reinforcement endeavor for kids in the Charter School. Our club invites two children each month to join our members at our luncheon meeting at the Hilton Hotel and share with our group the activities they are involved in, their favorite subjects, information about their families, and any other topic they wish to talk about. They are awarded a Terrific Kids T-shirt and a certificate of achievement.

I find the children to be delightful, smart, articulate and so eager to participate that it is a real pleasure to see them each month. Either a staff member or teacher at Waco Charter School comes along with the children and I am equally impressed with each of them. I am so very pleased to have the opportunity to be just a small part of their lives.

Sincerely,

Camilla Bare
Executive Director

039



VETERANS OF FOREIGN WARS OF THE U.S.
WACO POST NO. 2148
P.O. Box 483
Waco, Texas 76703

October 17, 2000

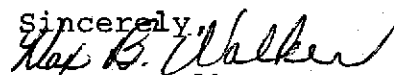
Mr. Jim Nelson
Commissioner of Education
Texas Education Agency
1701 North Congress
Austin, Texas 78701

Dear Mr. Nelson:

Our organization strongly recommends extending the charter of the EOAC Waco Charter School.

The attention of Post 2148 was drawn upon the school after the school administrator requested our assistance in providing the school with an American flag. Naturally, we were pleased to oblige and as a result have undertaken other projects to assist the school. These endeavors have placed us in frequent contact with the administration, staff and students and has enabled us to appreciate the need for the school in our community and the excellent manner in which the administration and staff are pursuing their mission.

As a former teacher and administrator in the public schools of Texas, I sense the ability to evaluate a school with some degree of accuracy. In my opinion, the EOAC Waco Charter School is doing an excellent job of fulfilling the educational needs of its students and certainly merits having its charter renewed.

Sincerely,

Max B. Walker
Commander

Sign Of The Times
5400 Bosque Blvd. - Ste. 203, Waco, TX 76710
(254) 772-2150 / Fax: 772-7175 / E-Mail: [REDACTED]

Darlene Nobles
Director

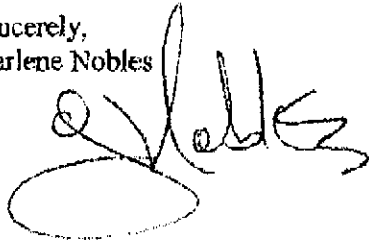
October 25, 2000

To whom it may concern,

As a board member of EOAC, I am committed to the position to oversee the business transactions of the various entities umbrella within. One such entity is the Waco Charter School. I am in full support of this outstanding school and stand amazed with its outstanding accomplishments. The school offers the citizens of the 76707 area and opportunity for their children to be schooled in an innovative learning institution where they are challenged by a highly professional staff. WCS is a pleasant learning environment and offers the finest cultural exposure to fine arts with the after school care program. Generally, such exposure is limited in this area and in great need.

It is evident that WCS takes great strides in impressing on each student the importance of their being, inspiring in each child the desire to achieve great ambitions. The 76707 area is in great need of such a learning institution, I am proud to be a part of Waco Charter School. WCS is setting an example that I hope other Charter Schools will follow suite.

Sincerely,
Darlene Nobles

A handwritten signature in black ink, appearing to read 'Darlene Nobles', with a large, stylized flourish underneath.



Greater New Light Missionary Baptist Church of Waco, Inc.

425 North 15th Street ~ Waco, Texas 76707-2903

Rev. C.J. Oliver, Senior Pastor.

254/754-1114 office ~ 254/754-5614 fax

Website: <http://www.greaternewlight.org>

October 17, 2000

Mr. Tom Nelson
Commissioner of Education
Texas Education Agency
1701 M. Congress Avenue
Austin, Texas 78701

Dear Mr. Nelson:

We are sending you this letter of support of the Waco Charter School which resides in the 76707 zip code area. We are very pleased to be neighbors to the charter school and acknowledge the wonderful work they are doing.

We believe Waco Charter School far exceeds the standards of excellence through teaching and strongly embrace their efforts in this community.

Sincerely,

Rev. C.J. Jordan
Church Administrator

Rev. Winston C. Kelly, Senior Pastor & Minister of Education

Rev. Charles J. Jordan, Church Administrator

Rev. Henry E. Sharp, Minister of Outreach

Rev. Anthony W. Barnes, Minister of Missions

Rev. Jimmy Ross, Associate Minister

041



jon w. spelman company

6600 Sanger Avenue

- Suite 4, Waco, Texas 76710

- (254) 776-2592

October 12, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, TX 78701

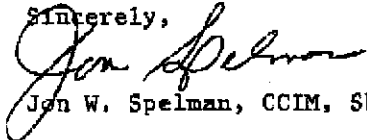
Dear TEA Commissioners:

The purpose of this letter is to support the renewal of the application for the EOAC Waco Charter School, a generation one Charter School.

Under the capable leadership of Lorita Manning, the school is providing a community based school in the 76707 area to over 600 children in the past five years.

I am asking for your consideration of this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,


Jon W. Spelman, CCIM, SEC

JWS:js



properties — developments — investments



AMERICAN
Office Supply INC.

October 12, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, TX 78701

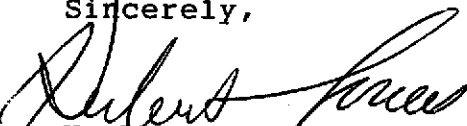
Dear TEA Commissioners:

I write this letter in support of the renewal Application for the EOAC Waco Charter School, a generation one Charter School.

The Waco Charter School has provided a community based school in the 76707 area to over 600 children in the past five years.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,



Herbert Lovell

October 23, 2000

Texas Education Agency, State Board of Education
Division of Charter Schools
1701 North Congress Ave.
Austin, Texas 78701

Dear Commissioners,

[REDACTED] I am writing in support of the renewal of their application.

[REDACTED] The teachers and staff at the school have worked closely with [REDACTED] and [REDACTED], and [REDACTED] is doing well in [REDACTED] classes. I am impressed with the sizes of the classes and the close attention [REDACTED] receives.

I hope this commission will not hesitate to renew the application for the Charter School so that their success will continue.

Sincerely,

[REDACTED]

In order to conceal student identifiable information, per FERPA (Family Educational Rights and Privacy Act), 7 pages have been withheld. A sample page of the withheld documents follows this notice.

For more information or to request a copy of these pages, please contact:

Texas Education Agency
Division of Charter Schools
1701 N Congress Ave
Austin, TX 78701
512-463-9575 phone
512-463-9732 fax

10-23-00

Dear T. E. A.

My nombre es [REDACTED] y my [REDACTED] es un estudiante de la escuela Waco Charter School y soy uno de los que piensan que es una de las mejores escuelas de esta area. Tal vez es porque yo nunca he tenido problemas con la institucion ni con my [REDACTED], respecto a la forma de impartir las clases en el plantel.

Ademas es una de las escuelas que te da la oportunidad de trabajar tus horarios un poco mejor, ya que tienen actividades despues de clases y alguien responsable para cuidarlos, mientras nosotros los padres podemos ir por ellos.

Por eso, y porque my [REDACTED] no podria estar mejor en otra escuela, esa es my opinion personal, ademas todo el personal que esta en la escuela son muy profesionales y amables con todos los padres de familia.

Sin contar los avances que yo particularmente noto cada mes en my [REDACTED], por estas razones y muchas mas que ya no caben en este papel me gustaria que my [REDACTED] tubiera la oportunidad de seguir en esta escuela asta que difinitivamente no se disponga otra cosa. Firma: [REDACTED]



MARTIN AUDIOLOGY ASSOCIATES

Melody Martin, Ph. D., CCC / SP-A
Curtis Martin, M. A., HIS
Gus Casas, M. S., CCC / A

October 25, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

This letter is to voice my full support of the renewal application for the EOAC Waco Charter School, a first generation Charter School.

The Charter School has provided a community based school in the 76707 area to over 600 children in the past 5 years.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,

Curtis Martin
1st Vice President
EOAC Planning Region XI



MARTIN AUDIOLOGY ASSOCIATES

Melody Martin, Ph. D., CCC / SP-A
Curtis Martin, M. A., HIS
Gus Casas, M. S., CCC / A

October 25, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

This letter is to voice my full support of the renewal application for the EOAC Waco Charter School, a first generation Charter School.


The Charter School has provided a community based school in the 76707 area to over 600 children in the past 5 years.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,

Melody Martin, Ph.D., CCC / SP-A

**Stephanie Lambring
3824 Sleeper Ave.
Waco, Texas 76707
254-754-2063**



October 25, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701


Dear TEA Commissioners:

This letter is to voice my full support of the renewal application for the EOAC Waco Charter School, a first generation Charter School.

The Charter School has provided a community based school in the 76707 area to over 600 children in the past 5 years. It has provided an educational alternative to WISD that has put the educational choice back in the hands of the parents. It has also brought together community partners and parental involvement in the educational process. The use of uniforms has put all children on a level playing field.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,



Stephanie Lambring
Former EOAC Board Member

In order to conceal student identifiable information, per FERPA (Family Educational Rights and Privacy Act), 13 pages have been withheld. A sample page of the withheld documents follows this notice.

For more information or to request a copy of these pages, please contact:

Texas Education Agency
Division of Charter Schools
1701 N Congress Ave
Austin, TX 78701
512-463-9575 phone
512-463-9732 fax

FROM THE DESK OF ROBIN DEBRULE

October 25, 2000

To Whom It May Concern:

My [REDACTED] is currently enrolled in the Waco Charter School and has been for the past 3 years. [REDACTED] really enjoys going to school here. [REDACTED] has developed great academic skills through the wonderful teachers who also take time out to keep me involved in [REDACTED] development. [REDACTED] has forged many friendships through the community type atmosphere at the Charter School. [REDACTED] is involved in many types of extracurricular activities such as Karate, piano, and photography. [REDACTED] would never have had a chance to participate in any of these activities at such an early stage of [REDACTED] life at any other school in this area. I believe that [REDACTED] has a much better chance of being a successful productive student not only academically, but socially as well by attending Waco Charter School. The life skills that [REDACTED] learns here will certainly provide [REDACTED] with a step ahead in [REDACTED] higher learning environments.

I am a very proud [REDACTED] who is dedicated to making sure that my child has the very best education possible. So I am asking you to grant a new charter to Waco Charter School so that [REDACTED] and other students like [REDACTED] can continue to receive the individualized education that Waco Charter School provides.

Sincerely,

[REDACTED]
[REDACTED]

056

CHILD CARE SERVICES



500 Franklin • Waco, Texas 76701-2111

(254) 753-0331

FAX (254) 753-6355

October 11, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Ave.
Austin, TX 78701

Dear TEA Commissioners:

I write this letter in support of the renewal application for the EOAC Waco Charter School, a generation one Charter School.

The Waco Charter School has provided a community based school in the 76707 zip code area to over 600 children in the past five years.

The EOAC/Child Care Services program provides subsidized child care services for low income families. We currently serve 123 children within the 76707 zip code area. Forty-five of these children are school age. As funding permits we look forward to serving families of the Waco Charter School.

Please consider this letter of support for the EOAC Waco Charter School during this renewal application process.

Sincerely,

A handwritten signature in cursive that reads "Bobby Deike".

Bobby Deike, Director
EOAC/CCS





ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

SUSAN COPELAND
PRESIDENT

CURTIS MARTIN
1ST VICE PRESIDENT

ELISA RAINEY
2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

October 11, 2000

Texas Education Agency
State Board of Education
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

Dear TEA Commissioners:

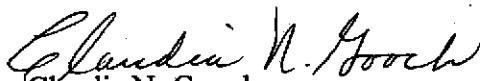
This letter is written in support of the renewal application for the EOAC Waco Charter School.

The Community Programming component of the EOAC links with the Charter School by providing services to the families in the 76707 area. Services that can be linked to the families are emergency crisis assistance, rental assistance to prevent eviction, substance abuse prevention/intervention counseling, and a host of other services.

The EOAC Waco Charter School can be commended for providing a community-based school in the 76707 area to over 600 children in the past five years.

The local community needs the services that the Waco Charter School provides and we admonish you to consider this letter of support in the renewal application.

Sincerely,


Claudia N. Gooch
Program Operations Manager
EOAC

071

In order to conceal student identifiable information, per FERPA (Family Educational Rights and Privacy Act), 35 pages have been withheld. A sample page of the withheld documents follows this notice.


For more information or to request a copy of these pages, please contact:

Texas Education Agency
Division of Charter Schools
1701 N Congress Ave
Austin, TX 78701
512-463-9575 phone
512-463-9732 fax

Waco Charter School

I am writing this letter in support of the waco charter school renewal application.

My child has attended the school for 2 years, and feel that her success in school is due to been able to attend this school.





daniel
blue print company

800 N. 25th. Street P.O.Box 3040 Waco, Texas 76707 (254) 752-0314 / fax (254) 752-8001

Jim Nelson
Commissioner of Education,
Texas Education Agency
1701 North Congress
Austin, Tx. 78701-1494

10-23-00

Dear Mr Nelson,

This letter is written in support of the Waco Charter School at 615 North 25th. Street, in Waco, Texas. I have had the opportunity to visit with Lorita Manning, Director of the Charter School, and my company has gladly donated some needed materials to help her in the operation of the school. I feel that Ms. Manning and the Waco Charter School are doing much to help the young people in the area become better educated. I intend to continue to help out when possible when my company's services are needed.

Sincerely,

Richard Harper
President
Daniel Blue Print Company

October 25, 2000

Dear Sirs or Madam:

I have had the privilege of teaching first grade at the Waco Charter School for the past three years, and the school has not only been my place of employment but it has given me the opportunity to impact the lives of my students in a tangible way. The school has established itself as a special place for many of our students, due to the commitment of the faculty and staff.

Fundamentally, the school has done an exemplary job of educating, managing and meeting the needs of many children bearing the stigma of being unable to learn. The school has accomplished this without compromising the needs of the total student body as demonstrated by our most recent TAAS scores.

Moreover, I have consistently witnessed ordinary people do the extraordinary. For example:


- A teacher inviting an at risk student into her home providing a living example of traditional family values.
- A faculty member purchasing clothing for a child who was recently homeless.
- Staff members presenting themselves as resources for parents to connect with them with community resources.

I can present countless other examples, but the crux of the matter is our children are given a safe place to learn and develop. The children can feel safe, because they know our commitment to them goes beyond their classroom performance. It is a genuine love for children. It is a commitment to the total person.

Furthermore, we have been active participants in the community through activities such as student performances for nursing home residents. We have served as a host for an arts institute which brought to the community the opportunity for students in a lower socioeconomic area to participate in such culturally enriching projects as voice, dance, martial arts, photography, and piano. Additionally, our campus has served as hub for job training seminars and placement assistance. Therefore, we have long established ties with the community we serve.

In conclusion, thank you for taking time to read my letter. It is my sincere wish that you will consider the impact the school has made on the students, parents and the community; and make the choice to renew the charter of the Waco Charter School.

Respectfully,



Karen Hicks

October 24, 2000

Jim Nelson
Commissioner of Education
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701

Re: Waco Charter School

Dear Mr. Nelson:

I have a [REDACTED] attending Waco Charter School and I thoroughly support the continuation of the school for the following reasons:

Smaller student/teacher ratio – My [REDACTED] is comfortable with the learning environment. It is easier for the teacher to identify my [REDACTED] individual educational needs.

Art Institute Classes – The classes are included in the school curriculum free of charge. Also having my [REDACTED] enrolled in these classes allows for me to work past 5:00 when my job demands a little more of my time.

Sign In/Sign Out – This is a plus, different from other schools. I have peace of mind knowing this added procedure has been put in place for the security and safety of my [REDACTED].

Charter Schools – I think it is very important to place my [REDACTED] at a school I feel would benefit [REDACTED] overall. I selected Waco Charter School because it best fits into what I am looking for and needing for my [REDACTED] in [REDACTED] early years of learning/developing. It's all about having a choice.

I would highly recommend this school for the parents/guardian's who would and are considering placing their child/children at the Waco Charter School.

Sincerely,

[REDACTED]

Date: October 25, 2000

To: Jim Nelson
Commissioner of Education
Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

From: [REDACTED]
[REDACTED]

We write this letter in support of the re-newal of the charter for the EOAC Waco Charter school a first generation charter school. We really enjoy the choices and opportunity for our [REDACTED] to attend the Waco Charter School.

It is always a pleasure to visit and assist a great group of folks who are committed and striving to enhance the education and development of many young children. This is a very young and growing school: therefore the sky is the limit with the impact they can have on their future and lives of real people (community).

The staffs eagerness and willingness to teach and the students eagerness to learn is refreshing. They are very effective with their students no matter the population served.

The Waco Charter School has provided a community based school in the 76707 area to over 600 plus children.

Again it is our pleasure to submit this letter in support for the EOAC Waco Charter School during their renewal application process.

[REDACTED]

To Whom it may concern,

This is a letter on behalf of the EOAC Waco Charter School. I am a new member of the WCS family. I came in as a Kindergarten teacher at the beginning of this 2000-2001 school year.

These children are gaining so much from our school. We are building a strong foundation for them for their future.

The teachers and administrators have a tightly knit team. We support each other and as a result we can expect excellence from our students.

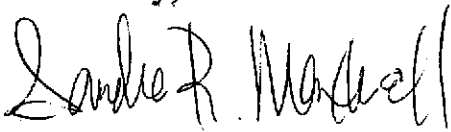
Sincerely,
Kim Baker

Jim Nelson
Commissioner of Education
Texas Education Agency
1701 N. Congress Avenue
Austin, Texas 78701

Dear Mr. Nelson,

I am a proud employee of the Waco Charter School. My experiences at this school have been very successful. This is my fifth year teaching, but my first year at the Charter school. The children are the most important assets to this school. There is an abundance of learning taking place at this facility. The teachers are well educated and interested in their students lives and well being. The parent/teacher communication is excellent. The community plays a very important role at the school. There has been so many wonderful guest speakers at the school, for example, the mayor, the fire chief, lawyers, ministers and anti- drug consultants. Education is the key to success, and the children are very well on their way to becoming successful people when they endeavor the real world.

Sincerely,



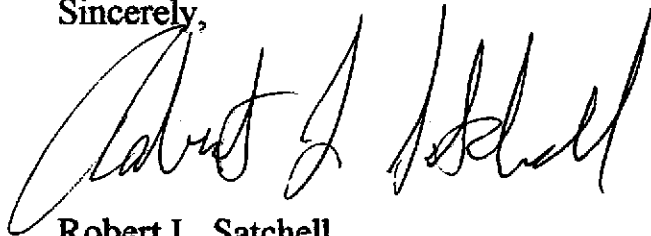
Sandra R. Maxwell
WCS 4th Grade Teacher

Jim Nelson
Commissioner of Education
Texas Education Agency
1701 N. Congress Avenue
Austin, Texas 78701

Dear Mr. Nelson,

I support the renewal of another charter for the Waco Charter School. During my year and a half tenure here as the fifth grade teacher, I have witnessed many wonderful things taking place at this school. The students are not only exposed to a productive learning environment, but they also are experiencing events such as plays, field trips, and community services that broaden their cultural horizons. In reference to academic accountability, WCS scarcely missed the mark of achieving the status of being a recognized school by the state last spring. We are doing some great things here at WCS and our expectation is to continue.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert L. Satchell". The signature is written in black ink and is positioned above the printed name.

Robert L. Satchell
WCS 5th Grade Teacher

To Whom It May Concern: 10-26-00

I am writing this letter to commend the staff and faculty of the Swaco Charter School for the positive academic influence that they have given my [REDACTED]. I am a single parent of [REDACTED] who attend this school and I can truly say that they have blossomed academically under the highly motivated and watchful eye of the staff and faculty. This school is the best school that my [REDACTED] attended thus far. I am pleased with everyone I come in contact with. I am also pleased with the excellent level of ~~order~~ order at this school on a daily basis. I have been to this school on numerous occasions and I have never seen any type of disruptions by anyone. The environment is a quiet and peaceful one.

When you walk into this school you can tell that these children are here to learn, and that is exactly what is happening.

My [redacted] been given a positive push to do more than what they are capable of doing for their age and grade. They are not being limited academically. Which gives my [redacted] the chance to learn way above and beyond their means and capabilities.

My [redacted] way more advanced than other children their ages.

Their level of knowledge has ~~made~~ stunned me and made me proud of them. So, I am writing this letter to say thank you for the successful academic progress that my [redacted] made. This school has made a positive influence in my [redacted] life.

Thank You,

[redacted]

October 25-2000
1514 N. 13th St.
Waco, Texas. 76707

Texas Education Agency.

This letter is concerning the
"Waco Charter School at 615 North
25th Street, Waco Texas. 76707."

Will you please keep this school
open.

My [redacted]
[redacted] is a student, I feel like [redacted] is
doing 100 per cent better in [redacted]
lessons. [redacted] is really learning better
than [redacted] did last year.

Mrs. Hill is [redacted] teacher, and I
know she is doing a real fine
job. with my [redacted]

Mrs. Anita Manning, Director,
of the school is doing a wonder-
ful job. All of the teachers are very
nice and concerned about the
students.

Thank You very much.

From [redacted]

10/24/00

A quien corresponda:

Es un honor para nosotros los padres de [REDACTED] poder expresar nuestra Satisfacción y agradecimiento, a todas las personas que como lo son: Directivos, Maestros, Cocineros, Secretarias y personal en general, le den la oportunidad a todos los niños de poder tener un buen aprendizaje y una excelente disciplina, ya que son 2 grandes características de esta escuela.

A nosotros como padres también toca trabajar con nuestros hijos ya que no solo es tarea de los maestros enseñarles sino que es tarea de padres, maestras, e hijos, ya que si alguno de estos falla también puede fallar el aprendizaje de nuestros hijos.

[REDACTED] ha recibido varios reconocimientos y para nosotros sus padres es motivo de orgullo y aunque nosotros no podemos dar un reconocimiento a la escuela por su Excelente trabajo nosotros creemos que se deberían de hacer más escuelas con este tipo de programas de calidad y que éste sería un bonito reconocimiento que se pudiera dar.

**Statement of Impact
Open-Enrollment Charter School**

Purpose of this form: The sponsoring entity entered below is submitting an application to the State Board of Education for approval to operate or amend an open-enrollment charter school. The name and location of the proposed charter school is provided. In accordance with Texas Education Code, Section 12.110(d)(2), this form must be provided to any school district likely to be affected by the open-enrollment charter school. That school district may then submit his form to the State Board of Education information relating to any financial difficulty that a loss in enrollment may have on the district, information pertaining to any impact on student enrollment that may impair a district's ability to comply with a court order affecting the district, and any other information it wishes to share with the board. For more detailed information about the proposed charter, contact the sponsoring entity indicated below.

Note: Under Texas Education Code §12.106, an approved open-enrollment charter school is entitled to the distribution of the available school fund for a student attending the charter school to which the district in which the student resides would be entitled. This would include any benefits and any transportation allotment for which the student is eligible under Chapter 42. An approved open-enrollment charter is also entitled to a portion of the tax revenue collected by the school district for maintenance and operations as provided in Texas Education Code §12.107.

Instructions: Submit the completed form signed by the district superintendent and board president to:

The Texas Education Agency
Division of Charter Schools
1701 North Congress Avenue
Austin, Texas 78701

The form should be received by the agency by November 1, 2000 for consideration by the State Board of Education with respect to approval of the proposed open-enrollment charter school. For information about the procedures for approval of open-enrollment charter schools, please contact Division of Charter Schools at (512) 463-9575.



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

SUSAN COPELAND
PRESIDENT

CURTIS MARTIN
1ST VICE PRESIDENT

ELISA RAINEY
2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

October 24, 2000

Waco Independent School District
500 Franklin Avenue
Waco, TX 76703

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the Economic Opportunities Advancement Corporation intends to submit an application to the State Board of Education for consideration for approval of an open-enrollment charter school. As part of the application process, entities applying for approval are required to notify any districts that are likely to be affected by the establishment of amendment of an open-enrollment charter school.

Specifically, the guidelines approved by the State Board of Education require that the proposed open-enrollment charter school be sent to each district that may be affected. Information is requested if the proposed open-enrollment charter may adversely impact a district financially, or if the proposed charter may impact the student enrollment of a district in a manner that impairs the district's ability to comply with a court order. The enclosed form may be completed by any district that may be affected, signed by the district's board president and superintendent, and returned to the Texas Education Agency, Document Control Center, Room 6-108, 1701 North Congress Avenue, Austin, Texas 78701. It should be received no later than November 1, 2000, for the information to be considered by the State Board of Education.

It is requested that you review the enclosed application, complete the *Statement of Impact* form, and submit it to the Texas Education Agency. If you have any questions about the process for approval of open-enrollment charter schools, please contact Brooks Flemister in the Division of Charter Schools at (512) 463-9575. If you have questions about the enclosed application for approval of an open-enrollment charter school affecting your school district, please contact the Economic Opportunities Advancement Corporation at (254) 753-0331.

Sincerely,

Johnette Hicks, Executive Director and CEO
Economic Opportunities Advancement Corporation



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

SUSAN COPELAND
PRESIDENT

CURTIS MARTIN
1ST VICE PRESIDENT

ELISA RAINEY
2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

October 24, 2000

Eagle Charter School
185 Eastgate Plaza
Waco, TX 76705

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the Economic Opportunities Advancement Corporation intends to submit an application to the State Board of Education for consideration for approval of an open-enrollment charter school. As part of the application process, entities applying for approval are required to notify any districts that are likely to be affected by the establishment of amendment of an open-enrollment charter school.

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Sincerely,

Johnette Hicks, Executive Director and CEO
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Waco, Texas 76701-2111
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2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

October 24, 2000

Rapoport Academy
900 Herring Avenue
Waco, TX 76703

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the Economic Opportunities Advancement Corporation intends to submit an application to the State Board of Education for consideration for approval of an open-enrollment charter school. As part of the application process, entities applying for approval are required to notify any districts that are likely to be affected by the establishment of amendment of an open-enrollment charter school.

Specifically, the guidelines approved by the State Board of Education require that the proposed open-enrollment charter school be sent to each district that may be affected. Information is requested if the proposed open-enrollment charter may adversely impact a district financially, or if the proposed charter may impact the student enrollment of a district in a manner that impairs the district's ability to comply with a court order. The enclosed form may be completed by any district that may be affected, signed by the district's board president and superintendent, and returned to the Texas Education Agency, Document Control Center, Room 6-108, 1701 North Congress Avenue, Austin, Texas 78701. It should be received no later than November 1, 2000, for the information to be considered by the State Board of Education.

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Sincerely,

Johnette Hicks, Executive Director and CEO
Economic Opportunities Advancement Corporation

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Waco Independent School District
Child Nutrition Services
 325 North 9th Street
 Waco, TX 76701
 Office (254) 752-5522
 Fax (254) 750-3765

To: Whom it May Concern
From: Cliff Reece, GM *[Signature]*
Date: October 25, 2000
Subject: EOAC Waco Charter School

This is to verify that Sodexo Marriott Services, Waco Independent School District Child Nutrition Services, has a successful alliance with EOAC Waco Charter School, located at 615 N. 25th St., Waco, TX 76707.

This business partnership is in its 5th consecutive year. Sodexo Marriott Services through its contract with Waco I.S.D. prepares, satellites and serves breakfast and lunch meals and after school snacks each school day to the students and adults at EOAC Waco Charter School.

On behalf of Sodexo Marriott Services, our team is very proud of this partnership and we look forward to a continued successful relationship with EOAC Waco Charter School.

EOAC'S WACO CHARTER SCHOOL
500 Franklin Avenue
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

Handwritten signature

**JOINT AGREEMENT REQUEST FOR CHILD NUTRITION SERVICES
EOAC'S WACO CHARTER SCHOOL AND WACO INDEPENDENT SCHOOL DISTRICT**

This is a request for the Joint Agreement with Waco ISD Child Nutrition Services to be extended for the 2000 - 2001 school year.

A copy of the pending revised agreement executed by EOAC in cooperation with Waco ISD Child Nutrition Services is attached ready for final approval and signature by the Waco ISD Board of Trustees at a regularly scheduled business meeting.

The location of the school will remain at 615 North 25th Street. The expected enrollment is 225 students. The school year program will operate from August 14, 2000 through May 24, 2001. Copies of the adopted calendar(s) will be furnished when available.

Thank you for your prompt attention:

Jhnette Hicks
Executive Director
EOAC

Handwritten signature of Jhnette Hicks

Date 5/31/00

Handwritten mark

**WACO CHARTER SCHOOL
and
WACO INDEPENDENT SCHOOL DISTRICT
JOINT AGREEMENT FOR CHILD NUTRITION SERVICES**

This Agreement for the 2000 - 2001 year between Waco Charter School (hereinafter called the School) and Waco Independent School District - Child Nutrition Services (hereinafter called the SFA) authorizes that the SFA shall be retained by the School to provide child nutrition services for the school year programs (August 14, 2000 through May 23, 2001) in accordance with the following conditions:

I. MEAL REQUIREMENTS AND MEAL SERVICES

- A. The SFA will provide to the School reimbursable breakfast and lunch meals and after school snacks. In addition, eating utensils, lunch trays, disposable supplies, portioning and serving utensils, condiments, and safe transportation containers will be provided as necessary and appropriate.
- B. Meal/snack food components will be supplied in unitized and/or bulk form. Any food components delivered in bulk form shall be accompanied by written instructions regarding the planned portion size to be served of each food component needed to meet USDA and TEA meal/snack requirements.
- C. All meal/snack food components provided by the SFA and claimed for reimbursement by the SFA shall conform to the minimum USDA and TEA requirements for NuMenus or After School Snacks. The School will prepare meal/snack menus for approval by the SFA, and will follow the SFA planned portion size to be served of each food component needed to meet meal/snack requirements. Meal service will include both *offer vs serve* and *self-service* of appropriate foods. Snack service *will not* include offer vs serve but may include self-service of appropriate foods.
- D. The SFA will be responsible for providing an on-site Manager and one (1) employee for serving breakfast and two (2) employees for serving lunch at the School. If any additional servers are necessary to accommodate meal schedules, they will be supplied by the SFA at the expense of the School. Supervision will be provided by the School. Clean up of the serving area before and after meal service will be the responsibility of the SFA. Clean up of the cafeteria before and after meal service will be the responsibility of the School. Mealtime accountability and cashier duties will be the sole responsibility of the SFA.

V. RECORDKEEPING

- A. The SFA agrees to maintain all records applicable to this agreement for a period of five (5) years, or longer as required for audit resolution, after the end of the federal fiscal year to which they pertain. This includes records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA donated commodities.
- B. The SFA agrees that the books and records pertaining to the SFA's School Nutrition Program(s) will be made available to representatives of the Texas Education Agency, Texas Department of Human Services, USDA Food and Nutrition Service, and the U.S. General Accounting Office at any reasonable time and place.
- C. The School will be responsible for distributing Waco ISD Free and Reduced Price Meal Applications to students upon enrollment. The School agrees to collect all returned meal applications, check for completeness and accuracy of information, and deliver fully completed applications to the SFA in a manner agreed to by both parties. The SFA will process the School's free and reduced price meal applications and then notify both parents and the School of eligibility status. *Students will be considered PAID status until applications are received and approved by the SFA.* The SFA will be responsible for the overall free and reduced price process and for any overclaims resulting from improperly categorized applications, meal counting errors or other overclaims. Required procedures will be set up between the SFA and School so that children approved for meal benefits will not be discriminated against because of their inability to pay for meals.
- D. The School agrees to strictly follow the Meal Count and Collection Procedures as outlined under Attachment B of the SFA's Policy Statement for Free and Reduced-Price Meals and approved by the Child Nutrition Programs Division of the Texas Education Agency.
- E. The SFA will take accurate daily counts at the point of service of the number of reimbursable free, reduced price, and paid meals served to eligible children, the number of adult meals served and the extra one-half pints of milk used. The SFA with the help of the School will take accurate daily counts at the point of service of the number of after school snacks served to eligible students. The SFA will accurately maintain all meal and snack counts. The SFA will be responsible for submitting claims to the Texas Education Agency for meal and snack reimbursements and for maintaining all required records needed to meet its responsibilities under its approved Child Nutrition Programs Agreement.

VIII. NON-PERFORMANCE OR CANCELLATION RIGHTS

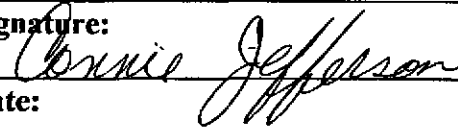
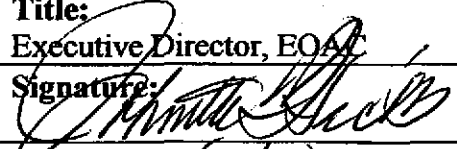
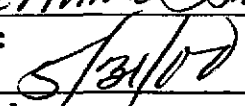
Either party may cancel this Agreement with sixty (60) days written notice.

IX. PREPARATION/RECEIVING SITE KITCHENS

Preparation Kitchen:	Serving Site Kitchen:
Name: University High School	Name: Waco Charter School
Address: 2600 Bagby Avenue	Address: 615 North 25 th Street
City, State, Zip: Waco, Texas 76711	City, State, Zip: Waco, Texas 76707
Telephone: (254) 750-3732	Telephone: (254) 754-8169
Manager: Jerri McGilvray	Director: Lorita Manning

X. AUTHORIZATION AND ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year written.

School Food Authority: Waco ISD - Child Nutrition Services	School: Waco Charter School
By: Connie Jefferson	By: Johnette Hicks
Title: President, Waco ISD Board of Trustees	Title: Executive Director, EOA
Signature: 	Signature: 
Date: 6/15/2000	Date: 
Telephone: (254) 755-9441	Telephone: (254) 753-0331

**WACO CITIZEN
LEGAL
NOTICES**

Notice Of Intent For Renewal Of Open-Enrollment Charter School
The EOAC Waco Charter School 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 615 North 25th Street, Waco, Texas 76707. Charter schools are public schools established by non-profit organizations, institutions of higher education, or government entities. These schools are publicly funded and are free from many state regulations that may 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:
EOAC Waco Charter School

Name of the sponsoring entity of the charter school: Economic Opportunities

Advancement Corporation
Chief Executive Officer of the school: Johnette Hicks, Executive Director

Board members of the sponsoring entity:

Susan Copeland, Board President

Curtis Martin, 1st Vice President

Elisa Rainey, 2nd Vice President

Darlene Cates, Treasurer
Coque Gibson, Secretary

Board Members of the school operating board:

Rev. Eric Hooker
Robert Blake

Curtis Martin
Dee Smith

Location of the school: 615 North 25th Street, Waco, Texas 76707

Brief description of the school:

17,000 square foot building, former Big J Apparel, located at 615 North 25th Street, Waco, Texas

Grade levels to be served: Kindergarten- Fifth Grades

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, Texas 78701

TUESDAY, OCT. 24, 2000

**PUBLIC REVIEW OF EOAC
WACO CHARTER SCHOOL
RENEWAL APPLICATION 5:30
p.m., Thursday, October 26,
2000. In the Open Area of the
School 615 North 25th Street**



WACO, TEXAS

LINDA D. WOLLARD
ADMINISTRATIVE ASSISTANT
MCLENNAN COUNTY COMMISSIONERS
P.O. BOX 648
WACO, TEXAS 76703-0648
(254) 757-5018
FAX# (254) 757-5007
e-mail: linda.wollard@co.mclennan.tx.us

FAX TRANSMISSION COVER SHEET

TRANSMISSION TO:

NAME: Johnette Hicks
COMPANY: EOAC Waco Charter School
TELEFAX NO: 754-7389
REGARDING: Letter of Intent

FROM: LINDA WOLLARD A/A **DATE:** 10-23-00 **TIME:** 5:45pm

If you did not receive 2 pages (including cover)

MESSAGE: Please find attached completed Letter of Intent Receipt for Ray Meadows, Commissioner - Pct. 4

If futher information is required, please let me know.

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Economic Opportunities Advancement Corporation
Waco Charter School
615 North 25th Street
Waco, Texas 76707

Date: 10/23/00

I have received the EOAC Waco Charter School letter of intent.

J. Meadows County Comm. #4
Signature

Economic Opportunities Advancement Corporation
Waco Charter School
615 North 25th Street
Waco, Texas 76707

Date: October 19, 2000

I have received the EOAC Waco Charter School letter of intent.

Lester L. Gibson
Signature

" A Different Kind of Public Education "
(254) 754-8169 * Fax (254) 754-7389

RECEIVED
OCT 19 2000
COUNTY COMMISSIONER
PRECINCT 2

Bol

FACSIMILE TRANSMITTAL

McLennan County
PATRICIA CHISOLM
ADMINISTRATIVE ASSISTANT
OFFICE COUNTY COMMISSIONER LESTER L. GIBSON



Precinct 2
P.O. Box 648
Waco, Texas 76703
(254) 757-5062
fax # (254) 757-5007



E-Mail: Pat.Chisolm@co.mclennan.tx.us

This fax transmission is intended for the addressee only. If it has been misdirected to you, please advise our sending operator by calling (254) 757-5062.

DATE: October 19, 2000
TO: Johnette Hicks

Number pages including cover: 2

REMARKS

- Original will NOT follow
- Point of Information
- Urgent
- For Your Review & Comment
- Per Your Request
- Reply ASAP
- For Your Disposition
- For Your Information & Files

PLEASE CALL IF YOU HAVE ANY QUESTIONS OR IF ADDITIONAL INFORMATION IS NEEDED. THANK YOU.

PLEASE CALL
IF YOU HAVE ANY TROUBLE WITH THIS TRANSMISSION.
THANK YOU.

Economic Opportunities Advancement Corporation
Waco Charter School
615 North 25th Street
Waco, Texas 76707

Date: 10-18-08

I have received the EOAC Waco Charter School letter of intent.

Jean Moeller
Signature

Waco ISD

“ A Different Kind of Public Education ”
(254) 754-8169 * Fax (254) 754-7389

Economic Opportunities Advancement Corporation
Waco Charter School
615 North 25th Street
Waco, Texas 76707

Date: October 19, 2000

I have received the EOAC Waco Charter School letter of intent.

Beverly J. Hannon
Signature

Waco Citizen, Newspaper



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

SUSAN COPELAND
PRESIDENT

CURTIS MARTIN
1ST VICE PRESIDENT

ELISA RAINEY
2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

NOTICE OF PUBLIC HEARING FOR EOAC WACO CHARTER SCHOOL-76707 AREA

EOAC will hold a public hearing in the Waco Charter School's geographic area to publicly review the renewal application. Any person may be present and participate in the meeting. The hearing is as follows:

PUBLIC HEARING

Date: Thursday, October 26, 2000

Place: EOAC Waco Charter School
615 North 25th Street
Waco, Texas

Time: 5:30 p.m.

Purpose: To Publicly Review the Renewal Application

Economic Opportunities Advancement Corporation
Waco Charter School
615 North 25th Street
Waco, Texas 76707

Date: October 23, 2000

To: Parents / Guardians

From: Lorita Manning, Director

Lorita Manning

Re: EOAC Waco Charter School Renewal Application

Parents, on Thursday, October 26th come to the school at 5:30 to discuss and review the renewal application for the Charter School. All parents are encouraged to attend. We will meet in the Open Area.

Without your support we will not be able to re-new the charter for our school. Your written letters of support will carry weight at the Texas Education Agency.

“ A Different Kind of Public Education “
(254) 754-8169 * (254) 754-7389

OCT 18 2000

Notice Of Intent To Apply For Renewal Of
Open-Enrollment Charter School

The EOAC Waco Charter School 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 615 North 25th Street, Waco, Texas 76707. 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 may 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: EOAC Waco Charter School

Name of the sponsoring entity of the charter school: Economic Opportunities Advancement Corporation

Chief Executive Officer of the school: Johnette Hicks, Executive Director

Board members of the sponsoring entity:

Susan Copeland, Board President

Curtis Martin, 1st Vice President

Elisa Rainey, 2nd Vice President

Darlene Cates, Treasurer

Coque Gibson, Secretary

Board Members of the school operating board:

Rev. Eric Hooker

Susan Copeland

Robert Blake

Curtis Martin

Dee Smith

Location of the school: 615 North 25th Street, Waco, Texas 76707

Brief description of the school: 17,000 square foot building, formerly Big J Apparel, located at 615 North 25th Street, Waco, Texas.

Grade levels to be served: Kindergarten - Fifth Grades

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, Texas 78701.



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

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(254) 753-0331 Fax (254) 754-0046

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CURTIS MARTIN
1ST VICE PRESIDENT

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2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

SPECIAL CALLED EXECUTIVE COMMITTEE
MEETING
OCTOBER 26, 2000
CENTRAL OFFICE

MEMBERS PRESENT

Susan Copeland
Ted Houston
De Smith
Darlene Cates

MEMBERS ABSENT

Coque Gibson
Curtis Martin

The meeting was called to order by Board President, Susan Copeland at 4:00 p.m.

ORDERING OF AGENDA

The agenda remained the same.

WACO CHARTER SCHOOL APPLICATION RENEWAL

Lorita Manning thoroughly reviewed the Waco Charter School Application renewal with the Executive Committee for their review and approval.

Ms. Manning reviewed the charter school performance review, vision of the school, goals for the school, education plan, school demographics, geographic boundaries and statements of impact, human resource information, business plan, governance of the sponsoring entity, and the evidence of eligibility of sponsoring entity.

Darlene Cates made the motion to approve the Waco Charter School Application Renewal as submitted. Seconded by De Smith. All in favor. Motion passes.

ADJOURNMENT: There being no further business the meeting was adjourned at 4:45 p.m.


Johnette Hicks
Executive Director, EOAC

WACO CHARTER SCHOOL PUBLIC HEARING
OCTOBER 26, 2000
MINUTES OF MEETING

LORITA MANNING OPENED THE MEETING BY INTRODUCING THE BOARD MEMBERS PRESENT. TED HOUSTON, BOARD PRESIDENT, SUSAN COPELAND AND DARLENE CATES: THE EOAC EXECUTIVE DIRECTOR, JOHNETTE HICKS WAS INTRODUCED. ALSO ROBERT BLAKE WAS PRESENT, PRESIDENT OF THE WCS ADVISORY BOARD.

MRS. HICKS ASKED THE PARENTS PRESENT HOW MANY WERE FIRST GENERATION CHARTER SCHOOL PARENTS. PARENTS RESPONDED. MRS. HICKS GAVE A REVIEW OF THE HISTORY OF THE CHARTER SCHOOL.

- (N.R.) * ONE OF FIRST 11 IN TEXAS
* GIVEN 5 YEAR AWARD
* TIME TO RE-APPLY FOR CHARTER
* MAY BE 5 OR 8 YEAR CHARTER

8 PARENTS VOTED TO HOLD QUESTIONS UNTIL AFTER DISCUSSION.
7 PARENTS VOTED TO ASK QUESTIONS DURING DISCUSSION.
THE MAJORITY RULED.

MRS. MANNING REVIEWED THE WACO CHARTER SCHOOL RENEWAL APPLICATION FOR THE BENEFIT OF THE PARENTS.

MRS. MANNING SAID WE SHOULD KNOW BY JANUARY, 2001 IF THE CHARTER IS RENEWED.

QUESTIONS FROM PARENTS

IF WE GET THE CHARTER AGAIN WILL WE STAY IN THIS BUILDING?
* JOHNETTE HICKS RESPONDED. " WE WILL LOOK AT BUYING THIS FACILITY AS WELL AS GRANT MONEY TO BUILD A SCHOOL TO HOLD 300 STUDENTS".

WHAT ABOUT THE OLD SANGER SCHOOLBUILDING?
* MRS. HICKS SAID THAT SHE HAS SPOKEN WITH THE OWNER ABOUT RENOVATIONS FOR THAT FACILITY.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI
500 FRANKLIN
Waco, TX 76701

PERSONNEL POLICIES AND PROCEDURES

EOAC will comply with any and all laws prohibiting discrimination including but not limited to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1973, and Title IX of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Revised 09/14/99

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E.O.A.C.
SALARY SCHEDULE

January 1, 2000

	GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L
2%	1	11254	11479	11709	11943	12182	12425	12674	12927	13186	13450	13719	13993
2%	2	11817	12053	12294	12540	12791	13047	13308	13574	13845	14122	14405	14693
2%	3	12527	12778	13033	13294	13560	13831	14107	14390	14677	14971	15270	15576
2%	4	13735	14010	14290	14576	14867	15165	15468	15777	16093	16415	16743	17078
2%	5	15108	15410	15718	16033	16353	16680	17014	17354	17701	18055	18417	18785
2%	6	16619	16951	17290	17636	17989	18349	18716	19090	19472	19861	20258	20664
2%	7	18280	18646	19019	19399	19787	20183	20586	20998	21418	21846	22283	22729
2%	8	21022	22276	22722	23176	23640	24113	24595	25087	25589	26100	26622	27155
2%	9	24175	24659	25152	25655	26168	26691	27225	27769	28325	28891	29469	30059
3%	10	26853	27659	28488	29343	30223	31130	32064	33026	34017	35037	36088	37171
3%	11	29538	30424	31337	32277	33245	34243	35270	36328	37418	38540	39697	40888
3%	12	32492	33467	34471	35505	36570	37667	38797	39961	41160	42395	43667	44977
3%	13	37132	38246	39393	40575	41792	43046	44338	45668	47038	48449	49902	51399

Approved February 28, 2000
Retro to January 1, 2000

JOB CLASSIFICATION BY GRADES

GRADE 1 @ *

Typist

GRADE 2 @*

Teacher Aide (NCDA)
Health Aide
Cook-In-Training
Custodian
Receptionist/Typist
Disability Aide

GRADE 3 @*

Clerk/Typist
Accounting Clerk
Accounts Payable Clerk
Cook *
Payroll Clerk
Disability Assistant*
Health Assistant
Custodian/Maintenance Assistant
Disability/Mental Health Assistant
Senior Cook
Teacher Aide (CDA)

GRADE 4 @*

A/DA Program Aide
Senior Clerk
Special Needs Teacher (NCDA)
Teacher (NCDA)
Home Based Teacher (NCDA)

GRADE 5 @*

Charter School Program. Exe.
Secy.
Nutrition Assistant
Bus Driver/Custodian
Personnel Specialist
Computer Data Clerk/Purchasing*
Special Needs Teacher (CDA)
Parent/Volunteer Assistant
Neighborhood Worker
CCMS Program Executive
Secretary
Teacher (CDA)
Home Based Teacher (CDA)
Weatherization Handyman
Weatherization Assistant

GRADE 6 @

Bookkeeper - N
CCMS Program Exe. Secy. - E
Charter School Prog.Exe. Secy.-E
Head Start Prog. Exe. Secy. - E
** Head Start Center Director - E
Health Services Coordinator - E
CCS Early Childhood Dev.
Resources Support Tech. - N
Family / Community Workers - E
Parent Volunteer Coordinator - E
Computer Data Clerk/Purch. - E
Home Based Assistant - E
Transition Coordinator - E
Literacy Coordinator - E
Training and Technical Coor. - N
A/DA Center Coordinator - E
Client Services Wrk. Trainee - N
Family Services Worker - E

GRADE 7 @

Case Manager - E
Social Services Coor. - E
Purchasing Agent / Safety Coor.-E
Center Director - E
Home Based Coordinator- E
Disability/Mental Health Coor. -E
Billing Data Entry Specialist - N
Edu. Specialist/Curriculum- E
Technical & Training Coor. - E
Payroll Clerk/Bookkeeper - N
Administrative Exe. Secy. - E
Parent Involvement Coor. - E

GRADE 8 @

Purchasing Agent/Bookkeeper - N
Nutrition Coordinator - E
Curriculum Coordinator - E
Asst. Dir. Of Community Prog.- E
Med. & Dental Services Coor.- E
Family and Community
Partnership Coordinator. - E
LVN - E
Human Resources Specialist - E

GRADE 9 @

Assistant Controller - E
Dir. Of Community Prog. - E
Lead Billing and Data Entry
Spec./CCS Wait List Mgr. - E

GRADE 9 (Con't)

Asst. CCS Program Director - E
Client Services Worker - E
Vendor Management Spec. - E
Licensed Chemical Dependency
Counselor - E
Head Start Operations Mgr. - E
CCS Training/Early Childhood
Dev. Resources Coor. - E
Waco Charter School Teacher - E

GRADE 10 @

Automation Sys. Adm. - E
Waco Charter School Opr. Mgr.-E
Administrative Assistant - E
Weatherization Prog. Dir. - E
Alcohol/Drug Abuse Prog. Dir.-E
Lead Vendor Management Spec.-E
Early Childhood Dev. Resources
Coordinator - E
CCS Lead Client Service Wrk.-E

GRADE 11 @

Waco Charter School Operations
Manager - E
Early Childhood Specialist - E

GRADE 12 @

GRADE 13 @

Controller - E
CCS Program Director - E
Head Start Director - E
Waco Charter School Dir. - E
Program Operations Mgr. - E

* Grades 1-5 are all Non
Exempt Employees for
Compensatory Time
** Lead Teacher for Head
Start Centers with 350
or more students
***Executive Director's Salary
set by the Board

The Board of Directors will employ an Executive Director and may give him/her full authority in the management and operation of the affairs of the Corporation subject only to orders of the Board of Directors and of the Executive Committee and of the other committees to which authority is designated by the Board of Directors. The term of the Executive Director's employment will be established by the Board of Directors.

The Corporation believes that the highest degree of teamwork and personal loyalty are essential to the achievement of its purposes. These desirable policies can be fully developed only if the Corporation's interest and if every person having supervisory authority exercises his/her authority fairly and with proper respect for the individuality and human dignity of each employee's subordinate to him/her in the organizational structure.

Article VIII of the Bylaws of the Economic Opportunities Advancement Corporation of Planning Region XI provides for a Personnel Committee:

"There shall be a Personnel Committee of the Board of Directors. The number of members may be changed from time to time but shall never be less than seven. The membership of the Personnel Committee shall fairly reflect the composition of the Board. The Personnel Committee shall establish the qualifications required to fill positions established by the Board of Directors. It shall counsel with the Executive Director in matters of employment. Any employee, having completed probation, has the right to file a grievance with the Personnel Committee after following proper grievance procedures if they still feel they have been aggrieved."

DISTRIBUTION OF PERSONNEL POLICIES AND PROCEDURES

All individuals employed by the Corporation shall receive a copy of the Personnel Policies and Procedures, including their own job description, at the time of employment. Individuals in supervisory positions also receive copies of job descriptions for each employee under their supervision. Employees acknowledge receipt of the Personnel Policies and Procedures as listed on the Processing "In" Form.

CONTRACT POLICIES

The Corporation may desire to engage a contractor to operate certain programs or to provide services within the operations of programs. However, the employees hired by the contractor shall not be subject to EOAC Personnel Policies unless the contract between EOAC and the contractor so states. In such an event, the Corporation will determine that the Contractor performs all of its functions in a satisfactory and proper manner in accordance with guidelines provided by the applicable funding sources. The Corporation will determine that the Contractor shall maintain such records and accounts including property, personnel, and financial as are deemed necessary to assure a proper accounting of all the project funds both federal and non-federal. These records shall be made available for audit to the Corporation, to the Comptroller General of the United States or any authorized representative and will be retained for three years after the expiration of the contract or until an audit has been satisfied unless permission to destroy them is granted to the Corporation.

RECRUITMENT

In the normal sequence of job placement, every effort will be made to fill positions internally. As jobs become available, initial consideration will be given to those employees that are subject to EOAC Personnel Policies and Procedures and who have demonstrated the capability for upward mobility with the Corporation.

Notice of an opening for any position in the Corporation will be advertised "In House" for five working days through posting of such notice on bulletin boards in the central office and each Neighborhood and Head Start Center along with notification to each Program Director/Coordinator. Deadlines to apply for the position advertised will be as specified in the notice. Preference for positions will normally be given to applicants already assigned to the component where the vacancy exists provided that the applicant is an employee subject to EOAC Personnel Policies and Procedures and provided that the position offered is within the applicant's normal career development ladder.

In the event that no applicant is determined to be qualified from within the agency for a given position vacancy, the position will then be made available to applicants from the public at large. In such cases, vacancies will be advertised for seven calendar days through appropriate news media throughout the community.

The combination of two or more positions to create a new position or the reassignment of duties of a vacant position will create a "vacancy" under the terms of this provision. In such cases vacancies will be advertised.

All applicants for employment are to be treated courteously and given fair consideration. All applicants are requested to complete the "Application for Employment" form.

Personnel to be employed are to be selected from available applicants in accordance with the job description and the qualifications set therein.

No applicant is to be discriminated against, or given preference, because of age, sex, race, creed, color, national origin, religion, handicapping condition, or political affiliation or belief. However, no person shall be employed by EOAC who is not a citizen of the United States or certified for employment in the U.S. by the U.S. Government. The Corporation is an Equal Opportunity Employer. The Corporation will comply with Title VI of the Civil Rights Act of 1973, the Civil Rights Act of 1991, section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and the Family Medical Leave Act of 1993.

Applications of applicants that are not employed by the corporation, applications will be retained in an active file for three months unless the applicant notifies the Corporation otherwise. Applications will be put in the computer when deemed applicant is qualified.

It is the policy of the Corporation to employ only capable and responsible personnel who are of good character and reputation. Recent conviction of a (1) felony or (2) misdemeanor involving moral turpitude shall be considered strong evidence for disqualification for employment. However, a criminal record shall not automatically preclude the employment of an individual. Full disclosure of any such criminal record of the applicant shall be made.

In all cases of application for employment by a person with a criminal conviction within ten years preceding application for employment, the Board of Directors, or its designee, shall decide the fitness of each applicant on his/her individual merits, taking into account:

1. The nature and seriousness of the offense;
2. The circumstances under which it occurred;
3. The length of time since the conviction;
4. Whether the offense was an isolated or repeated violation;
5. The age of the individual when he/she committed the offense;
6. Social conditions which may have contributed to the offense;
7. Any evidence of rehabilitation or pardon;
8. The kind of position for which the applicant is applying.

In addition, the Board of Directors, or its designee, shall obtain, where possible, recommendations and background information from the warden of the appropriate correctional institution, if the applicant has served a term in prison, or from the appropriate probation or parole officers.

If the Board of Directors or selecting official finds that the conviction of a felony or misdemeanor involving moral turpitude does not disqualify an applicant for a position, the Board or selecting official shall provide a written statement of the rationale for the decision and this statement shall be entered in the individual's personnel records.

It is the policy of the Corporation to give every consideration to providing opportunities for employment of poor persons, including those 55 years or older, who have been denied benefits of formal education and who are willing to learn to perform new functions. Educational qualifications, unless required by the state or local law or other regulations, are not a condition for employment or advancement of the employees of the Corporation if the employee is otherwise qualified to perform the duties of his/her position.

APPLICATIONS FOR EMPLOYMENT

All applications for employment for positions available with the Corporation will be submitted through the Executive Director or his/her designee.

RULES GOVERNING CONFLICT OF INTEREST AND NEPOTISM

The following rules of the Corporation shall be observed:

1. No officer, employee, or member of the governing Board of the Corporation shall select, vote for, or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing Board or to any other officer or employee authorized to employ or supervise such person. (See attached chart for explanation of degrees of consanguinity and affinity.) This prohibition shall not prohibit the continued employment of a person who has been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing Board member related to such person in the prohibited degree.
2. No employee, officer, or agent of the Corporation shall participate in the selection, award, or administration of a subcontract awarded by the Corporation if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when: (1) the employee, officer, or agent, (2) any person related to the employee, officer, or agent, within the second degree by affinity or third degree by consanguinity, (3) the partner of the employee, officer, or agent, or (4) any organization which employs or is about to employ any of the above, has a financial or other beneficial interest in the firm or a person selected to perform the subcontract. Further, any subcontract which creates a conflict of interest for an employee, officer, or agent of the Corporation shall not be awarded without first soliciting competitive bids for the contract.
3. The Corporation's employees, officers, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from a contractor or potential contractor.

4. No person shall be employed by the Corporation if he/she acquires any interest, direct or indirect, which would conflict in any manner with the performance of any contract between the Corporation and any federal or state agency.

If, after employment, any of the above reasons for disqualifications are discovered, it will be cause for automatic dismissal.

SELECTION POLICIES

All professional employees within the agency will be selected in the following manner:

1. The Executive Director. The Executive Director will be selected by the Board of Directors. Initial screening of applicants will be made by the Executive Committee and recommendations will be made to the Board of Directors for final action.
2. Other Personnel. Selection and employment of Program Directors/Coordinators will be made by the Executive Director. If the program for which a Director/Coordinator is being selected is required by the funding source to have a Policy or Advisory Council that participates in the selection of the Program Director/Coordinator, then selection shall reflect a consensus between the program's Policy or Advisory Council and the Executive Director. Selection and employment of all other staff will be made by the Program Directors/Coordinators of each program account with concurrence from the next level of supervision. Specifically, in the case of Head Start, the Head Start Policy Council must have a voice in establishing criteria for and in the selection of personnel.
3. References. Persons considered for selection for employment must provide three letters of reference, other than from relatives, prior to being placed on the payroll as either a regular or part-time employee.
4. The Personnel Committee of the Board of Directors of the Corporation shall counsel with the Executive Director in matters of employment.
5. No Board Member may be employed by the Contractor during his/her services on the Board of Directors for twelve months thereafter.
6. Applicants must sign a declaration prior to employment which lists all pending and prior criminal charges related to child abuse and for neglect and all convictions of violent felonies.

SCREENING FOR CLERICAL PERSONNEL

Tests necessary to determine the level of skill necessary for any position will be administered at the Administrative Office. All applicants who are certified as qualified will be referred to the appropriate Program Director/Coordinator, Manager, or Supervisor for consideration.

EMPLOYMENT PHYSICAL EXAMINATION

All persons selected for employment by the Corporation are required to have a post offer physical examination before being placed on the payroll. Employment physicals by the Corporation's physician shall be arranged and paid for by the agency; however, any employee who voluntarily terminates his/her employment with EOAC before the end of the probationary period will be required to reimburse the agency for the cost of the employment physical examination. Any person selected for employment who has had a physical within the three months preceding employment may fulfill this requirement by obtaining a certified record of the prior physical exam on an EOAC certified form.

PROBATIONARY EMPLOYEES

All persons employed by the Corporation will be probationary employees during the first 180 days of employment. The probationary period will be an essential part of the examination process and will provide for an adjustment period for the new employee and for the phasing out of any probationary employee whose performance, health, physical, and/or emotional condition do not meet the required standards of work.

If it is determined by the Supervisor and concurred in by the Executive Director, or his/her designee, at any time during the probationary period, that the employee for any reason is not capable of performing the duties of the position, action will be taken to transfer the employee to another position or to terminate the employee with two week's written notice. Probationary employees are not entitled to aggrieve employment decisions.

A promoted employee will serve a probationary period of 180 days. A promoted employee will have all rights of a non-probationary employee.

Three weeks prior to the completion of the probationary period, a performance evaluation will be completed by the employee's immediate Supervisor.

Probationary employees may be considered for appointment to a higher position when such action can be justified by performance, education, and/or experience. The probationary period for any new employee promoted or transferred during his/her probationary period will be extended for an additional 180 days.

Probationary employees will accrue annual and sick leave in accordance with the "Employee Earning Rate Schedule"; however annual leave will not be granted to new employees during the first 90 days of the probationary period. Probationary employees are eligible for all other benefits available to employees of the Corporation except as stated above.

CLASSES OF EMPLOYEES

The Corporation has the following classes of employees:

1. Regular Full-Time:

Those employees who work a full eight hour day, or at least 30 hours per week. A regular full-time employee shall be eligible to participate in all the Corporation's fringe benefits in proportion to the time worked.

2. Regular Part-Time:

Those employees who work a regularly scheduled time amounting to less than an eight hour day and/or 30 hour week.

A regular part-time employee shall be eligible to participate in all of the Corporation's fringe benefits in proportion to the percentage of time employed except severance pay.

3. Temporary Full-Time:

Those employees who work a full eight hour day or at least a 30 hour week, but whose duration of employment is limited to a previously agreed upon length of time not to exceed six months.

A temporary full-time employee shall be eligible to participate in all of the Corporation's fringe benefits in proportion to the percentage of time employed except severance pay.

As a general rule, an employee will not be continued in a temporary employment status for more than six months and will not be rehired in a temporary status for more than two consecutive employment periods.

4. Temporary Part-Time:

Those employees who work less than a full eight hour day or less than a 30 hour week on a regularly scheduled basis for a period of time not to exceed six months.

As a general rule, an employee will not be continued in a temporary employee status for more than six months and will not be rehired in a temporary status for more than two consecutive employment periods.

Temporary part-time employees are not eligible to participate in the Corporation's life/health insurance plan unless required by law and are not eligible to receive severance pay.

NOTE: All persons employed under a grant which is labeled "one-time funding" or through special funding arrangements must be classified as Temporary employees.

5. Contract Services:

Contract services may be provided by individuals not having a regularly-scheduled work schedule. They may be engaged to perform a certain prescribed task or any type of intermittent work as a substitute for another employee not to exceed six weeks for any period.

Engagement and payment of individuals on contract service are accomplished through the use of the "Request for Contract Services" form and "Authorization for Payment of Contract Services" form respectively. The "Request for Contract Services" form must be signed by the Contractor, Program Director/Coordinator and approved by the Executive Director before work is begun.

Contract service providers are not employees and are therefore not eligible for any employee benefits or employee grievance procedures.

WORK SCHEDULE

A regular work schedule is an eight hour day, five days a week, unless otherwise specified by a Supervisor.

Certain programs, such as Community Programming, Head Start, etc., may require staffing on a schedule to meet the work program. The hours and work days are set by the Project Director with concurrence by the Executive Director within the forty-hour work week.

PAY PERIOD

A pay period begins on Sunday and ends on Saturday.

Employees are paid on a bi-weekly basis on alternate Fridays based on the Individual Time Report properly signed by the employee and approved by the immediate Supervisor. The employee's check will be accompanied by an attachment reflecting the hours paid, total earnings and listings of all deductions including those authorized in writing by the employee.

OVERTIME/COMPENSATORY TIME

Overtime. Time and one-half will be paid for all time worked in excess of forty hours a week to all employees who are classified as non-exempt in accordance with the Fair Labor Standards Act. All overtime must be approved in writing before work is performed.

Compensatory Time. Instead of paying non-exempt employees overtime for time worked in excess of the forty hour work week, the employee might be granted compensatory time provided that the time is taken within the same 40 hour work week. Accrual of compensatory time must be approved in writing by the employee's Program Director, Manager or Supervisor/Coordinator, before the work is performed.

Exempt employees may also be credited with compensatory time for any work performed in excess of the forty hour week and may be granted leave in the form of compensatory time equal to the amount of overtime work performed. Request for scheduling of compensatory leave will be made, in writing, to the immediate Supervisor and be approved at the discretion of the agency. Exempt employees may not:

1. Carry a balance of more than forty hours of unused compensatory time.
2. Be granted compensatory time and be paid for the same hours of overtime work.
3. Receive cash payment for used compensatory time.

WAGE/SALARY POLICIES

Both the employee and the Corporation benefits when adequate compensation is paid for work performed. The Corporation has well-defined wage and salary policies.

Employees shall not be paid at a rate lower than the Federal minimum wage.

Wage comparability studies will be conducted periodically and the results used in determining the wage/salary schedule for the Corporation.

Primarily, the Executive Director is responsible for the administration of the policies and procedures relating to the classification and rate of pay. Within established limits, the Program Director, Coordinator, Manager or Supervisor recommends the proper classification, evaluates the performance and recommends both periodic and/or merit increases.

It is the responsibility of the Personnel Committee and Board of Directors to approve Job Descriptions and classify each position by grade. Job Descriptions describe the work to be performed and the qualifications required or recommended for each position.

The Program Director has the following responsibilities:

1. To ensure that each employee under his/her supervision is classified properly in accordance with his/her duties and responsibilities.
2. To develop new and revised job descriptions for all job classifications and submit them to the Executive Director for approval by the Personnel Committee and Board of Directors prior to implementation.
3. To determine the correct evaluation for each job classification and thereby establish the salary range and submit the recommended classification to the Executive Director for approval by the Personnel Committee and Board of Directors.
4. To ensure consistent application of these policies toward all employees.
5. To ensure compliance with all government regulations pertaining to EOAC employees.

When an individual is hired or assigned to another position, it is the responsibility of the Supervisor to inform the employee of the job classification and the pay range for the position. The Supervisor is responsible for keeping employees informed about the qualifications required for jobs in the normal line of progression.

SALARY FOR NEW EMPLOYEES

New employees will not be employed at a rate above the minimum salary for the position (see Job Classification and Salary Schedules) unless conditions such as exceptional qualifications or difficulty in recruitment prevail. In such instances, the rate of pay must be approved by the Executive Director, following the recommendation of the Program Director, with a written statement justifying exceptions to this policy. Final approval of the Personnel Committee is also required.

Sympathetic consideration will be given to requests for approval that are based on discriminatory wage and other employment practices affecting an employee's work history.

PERFORMANCE EVALUATIONS

The immediate Supervisor must complete a performance evaluation on each employee prior to the end of the probationary period and annually thereafter.

If an employee believes that his/her evaluation is incorrect, it must first be discussed with the immediate Supervisor. If no agreement can be reached, the matter should be referred to the Program Director/Coordinator. If the employee still believes the evaluation is incorrect, he/she may appeal to the Executive Director. If satisfaction is not received, an appeal may be made in accordance with the grievance procedures.

Interim evaluations may be made at times other than the regularly scheduled review dates. In such cases, the employee will be placed on a new evaluation schedule. For example, if an employee is promoted to a new position, the next performance appraisal will be scheduled six months after the promotion date. All interim evaluations must be approved by the Executive Director upon the recommendation of the Program Director.

All performance evaluations will be filed in the employee's personnel file.

PERSONNEL RECORDS

Records shall be kept on all personnel actions including employee's application, physical examination, employment date, position, salary, evaluations, promotions, all changes in employment status, letters and/or certificates of appreciation, admonitions, reprimands, dismissals, resignations, and eligibility for rehire.

PERIODIC SALARY INCREASES

Based upon a performance evaluation of "Meets Standards" or higher, a probationary employee shall be eligible for one a one-step salary increase upon completion of the probationary period, provided funds are available. Based upon a performance evaluation of "Meets Standards" or higher, an employee is eligible for an annual salary step increase on their anniversary date, provided funds are available. Based upon a performance evaluation of "Exceeds Standards", an employee is eligible for two annual salary step increases on his/her anniversary date, provided funds are available. Based upon a performance evaluation of "Excellent", an employee is eligible for three annual salary step increases on his/her anniversary date, provided funds are available. If funds are not available within a program budget to fund salary step increases for all employees within the program, based upon their evaluations, then the employees receiving performance evaluations of "Meets Standards" will not be entitled to an annual salary step increase and employees receiving performance evaluations of "Exceeds Standards" will only be entitled to one annual salary step increase and employees receiving performance evaluations of "Excellent" will only be entitled to two annual salary step increases.

If funds are still not available within a program budget to fund salary step increases for all employees within the program, based upon their evaluations, then the employees receiving performance evaluations of "Exceeds Standards" will also not be entitled to an annual salary step increase and employees

receiving performance evaluations of "Excellent" will only be entitled to one annual salary step increase, provided funds are available to fund step increases for all employees evaluated as "Excellent"; otherwise the funds available, if any, will be reallocated to equitably provide salary increases for all employees who have received "Excellent" evaluations.

In no event will an employee's salary exceed the maximum funds allowable for the employees position under the terms within the contract or law regulating salary expensive within the contract or law regulating salary expensive within programs operated by the agency without specific Board approval.

The anniversary date shall be the date the employee begins with the agency, and shall remain that date unless:

1. An employee received a promotion;
2. An employee received an interim appraisal.
3. Leave without pay status.

PROMOTIONS

It is the policy of the Corporation to give preference to qualified present employees in filling position vacancies. When qualifications of applicants are equal, the employee with the most seniority will be given preference for promotion.

MAXIMUM PAY INCREASES

An employee promoted to a position of higher grade shall be placed at the initial step of the grade unless the salary is less than the employee's prior salary in which case the employee will be placed at the first step of the new grade generating a salary higher than the prior salary.

PAYROLL DEDUCTIONS

Payroll deductions are those required by law, which include individual income taxes, FICA (Federal Insurance Contribution Act), and those authorized by the administration and the employee such as dependent insurance coverage, United Way, etc.

NOTE: All salaries listed above are based on a twelve month period. Employees will be paid proportionately for the period of time they are actually on the payroll.

Employees receiving a Performance Evaluation of "Meets Standards" or better will be eligible to receive an increment on their anniversary date in accordance with the policies previously set forth.

ANNUAL LEAVE

1. Earning Rate

The amount of annual leave earned each year will depend on the length of service and classification of employment.

a. Regular and Temporary Full-Time Employees earn:

- (1) During the first five years of service - four hours for each bi-weekly pay period - for a total of thirteen workdays of annual leave a year.
- (2) After five years of service - six hours for each bi-weekly pay period, plus an additional four hours added at the end of twelve months - for a total of twenty workdays of annual leave on a pro-rata basis.

b. Regular Part-Time and Temporary Part-Time employees who have regularly established work schedules are entitled to annual leave on a pro-rate basis.

2. Application for Annual Leave

Requests for annual leave will be made to the immediate Supervisor as far in advance as possible by completion of the "Request for Leave with Pay" form. "Annual Leave" will be scheduled at the discretion of the Supervisor and the Program Director. If unusual circumstances prevent prior arrangements for annual leave, the employee shall notify his/her immediate Supervisor of his/her absence and the reason therefore as soon as possible, but no later than two hours after the beginning time of the employee's regular work schedule. Employees must submit the completed "Request for Leave with Pay" form to their immediate Supervisor immediately upon their return to duty. In the event that an employee fails to secure the approval of the Supervisor prior to beginning annual leave, then "Annual Leave" will be granted at the discretion of the Supervisor and the Program Director.

3. Maximum Amount of Accumulated Annual Leave

Employees should be encouraged to make arrangements to use their annual leave for vacation purposes on an annual basis and/or during the employee's grant or contract period. Annual leave which is not used annually or during the funding period may be used in the succeeding year. The maximum amount of accumulated annual leave an employee may carry forward at the beginning of any new year is limited to 160 hours. Any leave accumulated beyond this will be lost.

4. Payment for Annual Leave

Upon termination, employees will be paid for all unused annual leave not to exceed 200 hours.

Any ten month employee or school year employee is exempt from earning annual leave

SICK LEAVE

1. Earning Rate

Regular Full-Time and Temporary Full-Time employees earn sick leave at the rate of 2 hours if they are paid for 1 through 39 hours of work per pay period. The employee will earn 4 hours per pay period if they have worked 41 hours through 80 hours per pay period.

Regular Part-Time and Temporary Part-Time employees having regular work schedules are also entitled to sick leave on a pro-rata basis. When an employee works less than one half of the regular work schedule they will receive half the sick leave.

2. Use of Sick Leave

Earned sick leave is granted for the following circumstances:

- a. For absence of the employee due to injury or illness;
- b. For absence due to pregnancy of the employee or for postpartum recovery of the employee's wife;
- c. For absence due to medical, dental or optical examination or treatment of the employee;
- d. For absence due to illness in or injury to the immediate family requiring the employee's care and attendance. Immediate family in this category is identified as:
----- spouse, son, daughter or parent of the employee. Exceptions to the definition of immediate family must have approval of the Executive Director;
- e. For absence due to death of the employee's wife, husband, mother, father, child, brother, or sister with a maximum of three days;
- f. For absence due to exposure of the employee to contagious disease which would jeopardize the health of others.
- g. No employee will earn more than 90 days (720) sick leave hours.

3. Application for Sick Leave

Request for Leave with Pay form must be completed by the employee and approved by his/her Supervisor prior to taking any pre-planned sick leave, such as doctor's appointments.

When an employee is absent due to injury or illness, the Request for Leave with Pay form will be completed immediately upon his/her return to duty.

4. Notification of Illness or Injury

All employees are to notify their Supervisor as soon as practicable after it becomes apparent that they will be absent because of injury or illness.

If the employee is too ill to do so, a member of his/her family or a friend should get in touch with the Supervisor. This notification should be made as early as possible, before or at the beginning of the employee's regular work schedule, but in any event, within the first two hours of absence. Absent extraordinary circumstances, a failure to notify the Supervisor within the first two hours of the regular work schedule will result in denial of a request for sick leave.

5. Evidence in Support of Sick Leave

In support of sick leave for more than two consecutive days, employees may be required to furnish satisfactory evidence of the circumstances entitling the employee to sick leave.

If absence for illness or injury extends beyond five days, the employee must notify his or her Supervisor weekly and must furnish satisfactory evidence of the circumstances entitling the employee to continue sick leave.

6. Abuse of Sick Leave

If a Supervisor feels that an employee is abusing sick leave privileges, then the Supervisor may require medical evidence for sick leave regardless of the period of absence and reserves the right to recommend to the Executive Director that the employee be examined by a designated physician at the expense of the Corporation.

Abuses of this sick leave policy shall be considered grounds for discharge or lesser disciplinary action.

7. Substitution of Sick Leave for Annual Leave

Sick leave may be substituted for annual leave when illness or injury of the employee occurs during a period of annual leave. Such illness or injury must be reported promptly and must be supported by a medical statement if requested by the Supervisor.

8. Substitution of Annual Leave for Sick Leave

Annual leave will be substituted for sick leave if the employee's sick leave has been exhausted.

9. Maximum Amount of Accumulated Sick Leave

Unlike annual leave, unused sick leave accumulates year after year up to 720 hours.

10. Payment for Sick Leave

Employees will not be paid for unused sick leave.

FAMILY MEDICAL LEAVE

1. Eligibility

To be eligible to apply for family medical leave the employee must have been employed at the EOAC

- a. for at least 12 months and
- b. for at least 1,250 hours of the previous 12 month period, effective date August 5, 1993.

2. Entitlement to Leave

An eligible employee shall be entitled to a total of 12 workweeks of leave, with the same benefits made to other employees, during any 12-month period for one or more of the following:

- a. The birth of a son or daughter. This leave may not be taken intermittently or on a reduced leave schedule without the approval of the Program Director. The entitlement of this leave expires at the end of the 12-month period, beginning on the date of the birth.
- b. The placement of a son or daughter with the employee for adoption or foster care. This leave may not be taken intermittently or on a reduced leave schedule without the approval of the Program Director. The entitlement to this leave expires at the end of the 12-month period beginning on the date of the placement.
- c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if the spouse, son, daughter, or parent has a serious health condition. The leave may be taken intermittently or on a reduced leave schedule when medically necessary. The employee must provide to the Program Director a certification of the health condition from the health care provider of the spouse, son, daughter, or parent of the employee.
- d. Because of a serious health condition that makes the employee unable to perform the functions of the position of that employee. The leave may be taken intermittently or on a reduced leave schedule when medically necessary with the approval of the Program Director and Executive Director. This leave must be supported by a certification by the health care provider of the employee. **Ineligible employees, requesting leave for reasons listed above, see section 7 below.**

3. Payment for Employees for Family Medical Leave

The employee will be required to use accrued annual leave and sick leave for leave provided for family medical leave for any part of the 12-week period. If the employee has fewer than 12-workweeks of annual leave and sick leave accrued, the additional leave necessary to attain the 12 workweeks of leave required will be unpaid leave.

4. Foreseeable Leave

- a. Requirement of Notice:

In any case in which the necessity for leave is foreseeable for the birth of a son or daughter or for adoption or foster care, the employee must provide, in writing, not less than 30 days notice, before the date is to begin, of the employees intention to take leave. If the birth or placement requires leave to begin in less than 30 days, the employee shall provide the notice as is practicable.

b. Duties of Employee:

In any case which the necessity of leave is foreseeable to care for a spouse, son, daughter, or parent of the employee, or a serious health condition of the employee, the employee --

- a. shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and
- b. shall provide the employer with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

5. Certification

When certification for leave is necessary, the health care provider shall state--

- a. date on which health condition commenced;
- b. the probable duration of the condition;
- c. the appropriate medical facts known by the health care provider regarding the condition.
- d. for leave requested for purpose of caring for a spouse, son, daughter, or parent of the employee, certification from the health care provider is required stating the employer is needed to provide the care and must include an estimated amount of time.
- e. for leave requested by an employee with a serious health condition, certification is required from the health care provider stating the employees is unable to perform the function of the employee.
- f. in any case when the Executive Director or Program Director has reason to question the validity of the certification, a second opinion may be requested.
- g. the Executive Director or Program Director may require the employee to obtain subsequent recertification.

6. Restoration to Position

Employees granted Family Medical Leave will be restored to their same position or an equivalent position so long as the employee returns to work immediately following or prior to the end of the authorized leave.

7. Ineligible Employees

Ineligible employees must exhaust accrued annual and sick leave and therefore, may be granted leave without pay depending on the needs of the Corporation. Requests for leave without pay will be governed by the "Leave Without Pay" provisions set forth hereafter in these Personnel Policies and Procedures.

MILITARY LEAVE

Military leave is leave of absence provided by law to allow eligible employees to perform military duty.

Anyone who is a Regular full-time employee and is a member of the National Guard of a Reserve Component of the Armed Forces of the United States, is eligible for 15 calendar days of military leave without pay per calendar year for performance of military duty.

Part-time or Temporary employees are not eligible for military leave. An employee on active military duty will be paid the difference between his/her military pay and the pay that the employee was receiving at the time he/she began active military duty; however, the employee will not be entitled to or accrue any other employee benefits during the period of active military duty.

The employee must keep his/her Supervisor informed as far in advance as possible of his/her probable need for military leave in order that suitable adjustments may be made. As soon as the employee has his/her official order to active military duty, the employee must inform his/her Supervisor; and after return from such duty must furnish a signed statement that duty was performed.

TARDINESS AND BRIEF PERIODS OF ABSENCE

Brief periods of absence, defined as unavoidable or necessary or tardiness of 30 minutes or less will be charged to annual leave or leave without pay with the approval of the Supervisor or Program Director.

JURY SERVICE

Employees are encouraged to render jury service and will receive their regular pay during such period and the time spent in such service shall be reported as jury service, provided that documentation of actual time served is furnished by the employee. The employee who is summoned to render jury service shall immediately notify his/her Supervisor of such action. The payments received from the court for jury service shall be turned in to the Program Director/Coordinator who shall turn over such funds to the Corporation's Controller.

COURT SERVICE

An employee appearing before a court as a legitimate witness, under subpoena or as party to a lawsuit which is not related to the Corporation's business will be charged annual leave or compensatory time away from work, provided that documentation of the actual time spent in court proceeding is furnished by the employee. If the employee has no annual leave or compensatory time to his/her credit, this time away from the work station will be charged to Leave Without Pay.

ABSENCE WITHOUT LEAVE

Absence without leave is absence from duty without approval. An employee who absents himself/herself, forfeits pay for the time absent and may also be subject to further disciplinary action.

LEAVE OF ABSENCE WITHOUT PAY

1. Requests for Leave of Absence Without Pay

Any request for authorized Leave of Absence Without Pay must be submitted in writing by the employee prior to taking such leave. The request must include a designation of the specific time period requested and the reason therefore.

The Program Director/Coordinator may approve authorized Leave of Absence Without Pay not exceeding three months; however, all requests for authorized Leave of Absence Without Pay that exceed three months must be approved by the Executive Director. Leave of Absence Without Pay may not be granted unless or until an employee has exhausted all accrued annual and/or sick leave. Employees receiving approval of authorized Leave of Absence Without Pay will be returned to employment in the same employment position so long as the employee returns to work immediately following or prior to the end of the authorized leave period.

2. Requests for Extension of Leave of Absence Without Pay

An extension of authorized Leave of Absence Without Pay may be granted by the Executive Director. Any request for extension of authorized Leave of Absence Without Pay must also be submitted in writing by the employee prior to taking such leave and must include a designation of the specific time period of the extension requested and the reason therefore.

3. Probationary Employee

Authorized Leave of Absence Without Pay may be granted to employees during the first 180 calendar days of employment by the Supervisor and the Program Director when the employee has emergency needs that require absence from work; however, the employee's probationary period will be extended by the same number of days as the leave granted.

4. Continuing Education

If the employee has been employed with the Corporation for a period of two years or longer, he/she may be granted Leave of Absence Without Pay, not to exceed one year, for continuing education or for any reason that would be mutually beneficial to the employee and the Corporation.

5. Part Year Programs

Leave Without Pay status may be granted to those employees who are assigned to a program account that operates fewer than twelve months per year.

6. Medical

Leave Without Pay status for medical reasons may be granted to those employees who are absent and have exhausted their accumulated sick and annual leave. The employee must furnish the Program Director/Coordinator a letter from the attending physician recommending the absence and the probability of return to duty, if requested.

7. Insurance Benefits

The Corporation will not furnish insurance benefits during any period of leave without pay. Any employee desiring to continue coverage under the corporation's insurance plans will be required to pay the premiums for such coverage during the period of leave without pay.

8. Leave Accrual

No annual or sick leave will be accrued by the employee during the time of authorized Leave Without Pay unless granted as Family Medical Leave. No holiday pay will be paid to anyone on Leave of Absence Without Pay, unless granted as Family Medical Leave.

9. Insurance

Employees covered by the Corporation's Life/Health insurance plan must make prior arrangements for payment of insurance premiums before the beginning date of their Leave Without Pay status, unless granted as Family Medical Leave. An employee's anniversary date for performance evaluations, salary increases, etc. will be adjusted to reflect any time away from the job that is taken without pay.

10. Return to Work Prior to the End of Authorized Leave Without Pay

Employees on authorized Leave of Absence Without Pay should keep the Program Director/Coordinator informed concerning plan of intent to return to duty and should return to employment with the Corporation prior to the end of the authorized Leave Without Pay period be contemplated, the employee must give the Program Director/Coordinator two weeks notice, in writing, before returning to duty. Those employees granted Leave Without Pay status for Family Medical Leave must furnish the Program Director/Coordinator a statement from the attending physician indicating the approved time for return to work. An employee's anniversary date for performance evaluations, salary increases, etc. will be adjusted to reflect any time away from the job that is taken without pay.

COMPANY PAID HOLIDAYS

1. The following are company paid holidays if they fall within the employees' contract period:

New Year's Day	January 1
Martin Luther King's Birthday	January/3rd Monday
President's Day	February/3rd Monday
Memorial Day	May/Last Monday
Independence Day	July 4
Labor Day	September/1st Monday
Thanksgiving Day	November/4th Thursday
Friday after Thanksgiving	November/4th Friday
Christmas Eve and Christmas Day	December 24 and December 25

Any program may designate non-working days to be paid by the agency in addition to or in lieu of the holiday schedule adopted by the agency and if the program adopts non-working days or designates non-working days for any employee in excess of ten days, then that employee will not accrue annual leave.

2. Holidays Occurring on Saturday or Sunday

If a holiday occurs on Saturday, the day before will be observed and paid for as a holiday. If a holiday occurs on Sunday, the day after will be observed and paid for as a holiday.

3. Holidays Occurring During Period of Annual Leave

If a holiday occurs during an employee's vacation, or if the vacation begins on the first scheduled working day following a holiday, the employee will be paid for the holiday.

Permission must be obtained to take annual leave or Leave Without Pay the day before or the day after a holiday. If permission is not requested and approved prior to the holiday(s), the employee will not be paid for the holiday(s).

4. Holidays Occurring During Period of Sick Leave

If a holiday occurs during an employee's sick leave, the employee will not be charged for sick leave for the holiday.

HEALTH AND SAFETY

It is the policy of the Corporation to make careful provisions for employees' health and safety as required by law. Prompt medical attention will be given persons injured on the Corporation's premises.

An affected employee shall immediately report any on-the-job accident or injury to his/her Supervisor. The Supervisor will be responsible for completing the Supervisor's Accident Investigation form within 24 hours after an accident occurs or is reported and forward the form to the Executive Director. The Supervisor will submit necessary forms for claims for Worker's Compensation on any injury associated with the accident. Copies of these forms will be maintained in the individual employee's personnel file. Absences occasioned by injury on the job shall be in accord with the Leave policy previously stated.

INSURANCE

A group health/life insurance plan is available for all full-time employees and part-time employees if required by law. It is the policy of the Corporation to pay a percentage of the employees' premiums as funds are available in the annual budget. Employees may carry health insurance coverage on their dependents, but the premiums for such coverage may have to be borne by the employee, depending on the availability of funds within the program budget. All premiums paid by the employee will be deducted from the employee's payroll checks, when properly authorized, in writing.

Application for health/life insurance coverage should be made at the time of employment with the Corporation.

Any changes in employee and dependent coverage may only be made at the following time:

1. Death or birth of a dependent;
2. Change in marital status only with documentation by court order;
3. When a premium increase is initiated;

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4. When an employee is on Worker's Compensation;
5. During open season as specified in the contract of insurance;
6. When an employee is called to active military duty and when the employee returns to work following active military duty.

The group health insurance plan shall also be available to all terminated employees and their spouses in accordance with any COBRA laws, both federal and state.

The Corporation will comply with all insurance requirements imposed by the funding sources.

SOCIAL SECURITY

The Corporation does have a retirement program. All employees participate in the Social Security Plan by automatic payroll deduction.

EDUCATION

Para-professional employees are encouraged to continue formal education and training. It is the policy of the Corporation to allow release time for education that is mutually beneficial to the employee and the Corporation provided such release time does not interfere with the performance of the assigned tasks. A request for release time for educational purposes must be submitted and approved by the Program Director/Coordinator and Executive Director.

SECTARIAN INVOLVEMENT

It is the policy of the Corporation to take no position in support of either religious or anti-religious activity. No funds of the Corporation shall be used, either directly or indirectly, to support any religious or anti-religious activity.

This policy shall not be construed as infringing upon the right of employees to maintain and exercise their religious convictions as individuals.

POLITICAL ACTIVITIES

It is the policy of the Corporation to take no position in partisan political matters, either in behalf of candidates or of parties. No Corporation employees are authorized to commit the Corporation to any political endorsement either by statements or by action.

The Corporation will not contribute to the campaign funds of any political party or candidate.

This policy shall not be construed as infringing upon the right of employees to maintain and exercise their political convictions as individuals.

Employment with the Corporation will not be offered as a reward for political activity, active support of a political party, or a political candidate.

Employees of the Corporation may engage in political activities during their off-duty hours, but they are prohibited from becoming a candidate for a partisan political office while they are employed by the Corporation.

All employees of the Corporation shall be required to comply with the provisions of the HATCH Act.

The following list contains examples of both permissible and prohibited political activities for covered employees.

Employees may:

1. May register and vote as they choose;
2. May assist in voter registration drives;
3. May express opinions about candidates and issues;
4. May participate in campaigns where none of the candidates represents a political party;
5. May contribute money to political organizations or attend political fund-raising functions;
6. May wear or display political badges, buttons, or stickers;
7. May attend political rallies and meetings;
8. May join political clubs or parties;
9. May sign nominating petitions;
10. May campaign for or against referendum questions, constitutional amendments, municipal ordinances.

Employees may not:

1. May not be candidates for public office in partisan elections;
2. May not campaign for or against a candidate or slate of candidates in partisan elections;
3. May not make campaign speeches or engage in other campaign activities to elect partisan candidates;
4. May not collect contributions or sell tickets to political fund-raising functions;
5. May not distribute campaign material in partisan elections;
6. May not organize or manage political rallies or meetings;
7. May not hold office in political clubs or parties;
8. May not circulate nominating petitions;
9. May not work to register voters for one party only.

PUBLIC RELATIONS POLICIES

It is the policy of the Corporation to maintain favorable public relations. It will attempt to carry out the policy by honestly striving to be straightforward and fair at all times and by maintaining adequate communication with the public.

APPROVAL OF PUBLIC STATEMENTS

All public statements and appearances by employees in their capacity as representatives of the Corporation must have prior approval of the Executive Director.

It is the policy of the Corporation to maintain friendly relations with representatives of the news media and to make available information about the Corporation. Corporation press releases are made only when they concern items of legitimate news value.

All inquiries from news-gathering agencies or from sources which might lead to publicity must be referred to the Executive Director and statements are issued by the individual or his/her designee. It is the Corporation's policy to handle requests for information courteously, promptly and truthfully.

CONTRIBUTIONS

Contributions, through payroll deductions, may be made when requested in writing by the employee and approved by the Executive Director.

As a general rule, solicitations from institutions and organizations such as churches and fraternal groups are refused.

GIFTS AND/OR GRATUITIES

No employee or member of any policy making body of EOAC will accept gifts, money, and/or gratuities from persons receiving benefits or services through EOAC or performing services under contract or otherwise in a position to benefit from such employee action.

IN-COUNTY TRAVEL

Those employees who are required to perform in-county travel in the performance of their duties are reimbursed at the rate established by annual budget not exceeding Federal guidelines. This does not include travel between home and office or work stations. Detailed information regarding travel performed must be recorded and certified on the prescribed local travel voucher.

OUT-OF-COUNTY TRAVEL

Out-of-county travel must be recommended by the Program Director and approved by the Executive Director in advance. The Program Director will specify which budget is being charged.

Travelers will be paid for mileage at the prescribed in-county rate.

PER DIEM

Per Diem will be paid in accordance with the annual budget not to exceed the maximum rate prescribed in State and Federal contracts and in the Federal Register which is published periodically as travel regulations, copies of which are maintained in the EOAC Central Office.

Travelers are required to furnish hotel/motel receipts. Travelers will be reimbursed for such expenses as registration fees, taxi fares, etc., when the receipt(s) accompany the request for reimbursement.

PERIOD OF ENTITLEMENT FOR TRAVEL

The traveler is entitled to per diem from the time the employee leaves his/her home or office for official travel to the time of return to his/her home or office at the end of the trip; i.e., portal to portal. Actual travel vouchers must be completed within 30 days upon completion of the travel.

OUT-OF-STATE TRAVEL

Trips outside the State of Texas require approval of the Executive Committee. Unless justified in writing, out-of-state travel must be requested for approval at least one (1) month in advance. Regulations regarding reimbursement are the same as Out-of-County Travel. Travel will normally be performed by the most expeditious common carrier available. This is normally defined as air coach or tourist fare. Taxi fare may be reimbursed on actual cost basis.

OUTSIDE EMPLOYMENT

Employees will not engage in outside employment which in any way may conflict with his/her duties or affect the efficiency of his/her job with the Corporation. Full-time or part-time employment outside the Corporation must be reported in writing to the employee's Supervisor.

SUPERVISOR RELATIONSHIPS

Each employee is directly responsible to his/her immediate Supervisor for the discharge of assigned duties and proper personal conduct. Personnel problems should be resolved through discussion between the Supervisor and the employee.

PERSONAL BEHAVIOR AND JOB PERFORMANCE

All employees are expected to report for work on time and conduct themselves in a courteous, business-like manner in dealing with associates and the public at large. Employees are expected to have a sense of responsibility and exercise proper use and care of Corporation equipment. The following actions will not be considered as acceptable behavior or performance on the part of Corporation employees.

1. Inability to work harmoniously and deal courteously with participants and/or colleagues.
2. Habitual tardiness.
3. Gross inefficiency.
4. Failure to comply with instructions from superiors.
5. Being on duty under the influence of intoxicants not prescribed by a physician.
6. Falsification of official documents.
7. Conviction of a felony.
8. Disrespect for authority.
9. Manifestation of disloyalty to the United States or the Economic Opportunities Advancement Corporation.
10. Violation of Minimum Standards for Day Care Centers on Discipline and Guidance.

Voluntary Termination

Employees may terminate their employment at any time. All voluntary terminations should be accompanied by the employee's letter of resignation. Ethically, employees should give written notice as follows:

1. Professionals - two weeks prior to effective date.
2. Non-Professionals - one week prior to effective date.

Those employees not giving the required notice of resignation shall not be eligible for re-employment by the Corporation, and any transcript of the employee's work record shall include the notation that the Corporation's requirement concerning resignation was not fulfilled.

Discipline

No Disciplinary Action will be taken against an employee who reports violations of law or procedure by the Corporation.

If an employee is in violation of the Personnel Policies and Procedures and the immediate supervisor feels that the violation is of a serious nature, the supervisor will summarize the incidents of violation in a written reprimand to the employee. The reprimand must be reviewed by the Executive Director before being placed in the employee's personnel folder.

A copy of the reprimand will be forwarded to the employee. Any response made by the employee to the reprimand will also be placed in the employee's personnel folder.

Termination for Cause

Terminations are sometimes necessary in the continuation of high standards of organizational efficiency. As a matter of policy and good business conduct, every effort will be made during the probationary period for screening of employees.

In the event it is necessary to terminate an employee for unsatisfactory services, a termination will be recommended by the immediate supervisor and the supervisor will conduct a termination interview with the employee.

The recommendation of the supervisor and the response of the employee together with a summary of the termination interview will be reduced to writing and submitted to the second level supervisor for review and recommendation. If the second level supervisor concurs in the recommendation of the immediate supervisor, the recommendation will be submitted to the Executive Director or designee for review. If the Executive Director approves the recommendation to terminate, the employee will be given notice, in writing, of the intent to terminate. The notice will include a statement of the reasons for the termination and the effective date of the termination. The effective date of the termination shall not be less than two weeks from the date of the notice. The notice shall also inform the employee of his rights to appeal the decision to termination through the procedures herein established for appealing employee grievances.

No employee will be terminated on the basis of unsatisfactory services without concurrence by the Executive Director or designee. Further, the Head Start Policy Council must approve all terminations of Head Start employees.

Summary Suspension/Termination

Whenever an employee commits an offense of such magnitude that the continued presence of the employee on the job would be detrimental to the agency, the immediate supervisor may summarily suspend or terminate the employee and such summary suspension or termination shall become effective immediately upon imposition. Summary termination or suspension may result from, but is not limited to, commission of any action listed above under Personal Behavior and Job Performance.

An employee whose employment has been summarily suspended or terminated shall be entitled to request a termination interview with the employee's second level supervisor and the Executive Director or designee within three days from the effective day of the suspension or termination. Request for this interview must be submitted in writing to the Executive Director or the Administrative Assistant or designee. Upon receipt of a request for interview following summary suspension or termination, the Executive Director, Administrative Assistant, or designee shall arrange for the interview. The interview shall be conducted within seven (7) days from receipt of the request and notice shall be given to the affected employee of the date and time of the interview. The employee and the supervisor imposing the summary suspension or termination shall be present along with the second level supervisor and the Executive Director.

The statement of the supervisor imposing the summary suspension and the response of the employee together with a summary of the termination interview shall be reduced to writing and included in the employee's personnel file. Within seven (7) days after the termination interview the Executive Director or designee shall forward his/her decision in writing to the affected employee. The decision may be to modify, terminate, or continue the suspension or termination as previously imposed. If a decision of the Executive Director does not terminate the suspension or termination of the employee, the employee shall be entitled to appeal the decision of the Executive Director through the procedures herein established for appealing employee personnel grievances. The notice of the Executive Director's decision shall include a statement of the reasons for the decision and shall include a statement of the employee's rights to appeal the decision.

Termination Involving Reduction in Force and Termination of Program Accounts

All employees who are to be terminated because of a reduction in force or because of the termination of a program account must be given a two week written notice by the Program Director/Coordinator. If the employee is reinstated to employment with the Corporation within a three month period, the employee will be exempt from probationary status provided he/she was not on probationary status; he or she will retain his/her seniority rights within job classification and accumulated sick leave; and the required physical examination for employment will be waived.

Severance Pay

All regular employees who are terminated because of the termination of a program account or because of a reduction in force are eligible for forty hours of severance pay at their present rate of pay provided that the employee:

1. Has a performance rating of "Good" or above.
2. Has been employed by the Corporation for six months or more.
3. The employee is a regular full-time or regular part-time employee. Severance pay for part-time employees will be in proportion to the number of regularly scheduled number of hours of work per week.

Severance pay is in addition to accumulated annual leave earned by an employee.

Termination Procedures

The employee's immediate supervisor is required to complete the "Processing Out" form and forward it to the Program Director/Coordinator for signature along with the Time and Attendance form showing any hours worked during the pay period. The Program Director/Coordinator then forwards the forms to the Finance Department for payment for hours worked and for payment of any annual leave which has been credited to the employee. In cases of voluntary termination, the employee's letter of resignation must be attached to the Processing Out form. All employees are required to turn in to their supervisor any Corporation keys, equipment, etc. which had previously been issued to them along with insurance and insurance cards (if the employee is covered by the Corporation's insurance plan) before the final check will be issued.

Employee Grievances

All employee grievances shall be given prompt and fair consideration. Any employee grievance that has not previously been considered by or presented to the immediate supervisor shall be presented in writing and shall be directed to the attention of the immediate supervisor of the employee. If the grievance cannot be resolved by the immediate supervisor, the grievance shall be referred by the supervisor to the second level supervisor within three (3) days from the date of its receipt, weekends and holidays excluded. At the same time the supervisor shall notify the employee that the grievance has been referred to the second level supervisor. If the grievance has not been resolved by the second level supervisor within seven (7) days after its receipt by the second level supervisor, the employee may refer the grievance to the Executive Director, in writing, signed by the aggrieved employee. A failure to present the grievance to the Executive Director within three (3) days, weekends and holidays excluded, after the expiration of the previously described seven-day period shall be deemed a waiver of the employee's rights to assert the grievance and shall terminate the grievance procedure.

If the grievance is referred to the Executive Director, the Executive Director must render a decision on the grievance within fourteen (14) days after receipt of the grievance by the Executive Director. Written notice of the Executive Director's decision, along with a statement of the reasons therefore, shall be forwarded immediately to the employee. The Executive Director, together with the immediate and second level supervisors shall make every attempt to resolve the grievance; however, if the employee is not satisfied with the decision of the Executive Director through the procedures for appeal as hereinafter provided. The written notice of the Executive Director's decision shall include a statement of the employee's right to appeal the decision.

Decisions of the Executive Director shall be enforced during all periods of appeal.

Appeal to Personnel Committee

An appeal of any decision involving personnel shall be directed to the Personnel Committee of the Board of Directors, must be in writing, signed by the aggrieved employee, and must be delivered to the Executive Director not later than seven (7) days after the employee has received notice of the Executive Director's decision. A failure to appeal in the manner and within the time prescribed shall be deemed a waiver of the employee's rights to appeal and the decision of the Executive Director shall become final.

If the appellant wishes to submit written information in support of his or her appeal or if the employee wishes to submit information in support of his or her appeal to the Personnel Committee for consideration in the appeal hearing before the committee, the employee must submit the written information to the Executive Director within 7 days after the receipt of the employee's request for appeal. Within fourteen (14) days after receipt of a request for appeal, the Executive Director shall schedule and arrange for a hearing before the Personnel Committee of the Board of Directors and give written notice to the Personnel Committee of the time, place and date of the committee hearing. At the same time that the notice of hearing is sent to the personnel committee, all written information that is to be considered by the Personnel Committee at the hearing will be mailed to the Personnel Committee for its review prior to

the hearing. The appeal hearing must be set sometime within thirty (30) days from the date that the request for appeal is received. At the same time the Executive Director notifies the Personnel Committee of the hearing, the Executive Director shall notify the employee of the time, place and date so scheduled by certified mail, returned receipt requested, enclosing a copy of all written material that is being submitted to the Personnel Committee for consideration.

Any and all written material relating to the appeal that is furnished by mail to the employee and the Personnel Committee shall be marked personal and confidential and the letter notifying the committee and the employee of the time, place and date of the appeal hearing, shall remind the committee members that all information relating to the employee is confidential whether presented in writing or at a hearing before the committee.

The hearing before the Personnel Committee shall be conducted in a fair and impartial manner affording a full consideration of all facts, evidence, and recommendations. An accurate record of hearing shall be kept in a manner prescribed by the Personnel Committee.

The record may be preserved by the use of a court reporter, electronic recording unit, or detailed transcription. The Executive Director or designee shall present the record of events preceding the appeal, as well as a statement of the facts and circumstances forming the basis for the decision. The Executive Director shall have the burden of proof that the decision to terminate was proper. The affected employee shall then present claims, witnesses, and documentary evidence on his/her behalf. The hearing need not be conducted strictly according to the rules of law relating to the examination of witnesses or presentation of evidence. Any relevant matter upon which reasonably responsible persons customarily rely in the conduct of serious affairs shall be considered, regardless of the existence of any common law or statutory law which might evidence inadmissible over objection in a civil or criminal action. The affected employee shall be entitled to call witnesses on his/her behalf, to present documentary evidence, and to submit written memoranda concerning any issue of procedure or of fact. The affected employee shall further have the right to cross examine any witnesses presented by the Executive Director in support of the decision being appealed. The affected employee shall have the right to have counsel present and counsel may participate in the appellate hearing. A chairperson of the Personnel Committee shall preside over the hearing to determine the order of procedure during the hearing, to assure that all participants in the hearing have a reasonable opportunity to present relevant oral and documentary evidence and to maintain decorum.

The Personnel Committee shall render its decision within fourteen (14) days after final adjournment of the hearing. The decision of the Personnel Committee shall be delivered in writing by certified mail, return receipt requested to the affected employee. The decision of the Personnel Committee shall be final and the employee shall not be entitled to any further appeals of the decision.

Grievances Not Involving Personnel

Any other grievances not involving personnel should be reported to the Grievance Committee of the Board of Directors of the Corporation in accordance with Article VIII of the Corporation Bylaws as quoted below:

"A Grievance Committee consisting of at least nine members shall be elected by the EOAC Board which will accept complaints or grievances against EOAC operations from any citizen. Groups A, B, and C will each have 1/3 representation on this committee. Each complaint or grievance must be filed in writing at the office of the Executive Director of EOAC who, within ten days shall prepare a report which includes the complete complaint and all information pertaining to the grievance or complaint at his/her disposal and submit it to the Grievance Committee.

The Grievance Committee shall have no more than 30 days to prepare a written report to be submitted to the Board for action. A copy of the written report shall be submitted to the complainant. All information not included in the written report would be considered privileged to the members of the Grievance Committee and the Executive Director."

The Corporation will not discriminate or retaliate against any person who files a grievance against the Corporation or reports a violation by the Corporation.

Amendment Procedures - Personnel Policies & Procedures

The Personnel Policies and Procedures of the Corporation may be amended upon the recommendation of the Personnel Committee and approval by the Board of Directors.

TERMINATION - Head Start Employees

Termination for Cause

In the event it is necessary to terminate a Head Start employee for unsatisfactory services, a termination will be recommended by the immediate supervisor and the supervisor will conduct a termination interview with the employee. The recommendation of the supervisor and the response of the employee together with a summary of the termination interview will be reduced to writing and submitted to the second level supervisor for review and recommendation. If the second level supervisor concurs in the recommendation of the immediate supervisor, the recommendation will be submitted to the Executive Director or designee for review. If the Executive Director approves the recommendation to terminate, the Chairperson of the Head Start Policy Council and the employee will be given notice, in writing, of the intent to terminate. The notice will include a statement of the reasons for the termination and the effective date of termination. The effective date of the termination shall not be less than two weeks from the date of the notice. The notice shall also inform the employee of his/her rights to appeal the decision of termination to the Head Start Policy Council through the procedures herein established for appeal to the Head Start Policy Council.

No employee will be terminated on the basis of unsatisfactory services without concurrence by the Executive Director or designee and approval by the Head Start Policy Council.

Summary Suspension/Termination

Whenever a Head Start employee commits an offense of such magnitude that the continued presence of the employee on the job would be detrimental to the agency, the immediate supervisor may summarily suspend the employee, or suspend the employee with recommendation to terminate. Such summary

suspension shall become effective immediately upon imposition. Summary suspension or suspension with intent to terminate may result from, but is not limited to, commission of any action listed above Personal Behavior and Job Performance.

An employee whose employment has been summarily suspended with, or without recommendation to terminate, shall be entitled to request a termination interview with the employee's second level supervisor and the Executive Director or designee within three days from the effective day of the suspension or termination. Request for this interview must be submitted in writing to the Executive Director or the Administrative Assistant, or designee.

Upon receipt of a request for interview following summary suspension or termination, the Executive Director, Administrative Assistant, or designee shall arrange for the interview. The interview shall be conducted within seven (7) days from the receipt of the request and notice shall be given to the affected employee of the date, time, and place of the interview. The employee and the supervisor imposing the summary suspension or termination shall be present along with the second level supervisor and the Executive Director.

The statement of the supervisor imposing the summary suspension and the response of the employee together with a summary of the termination interview shall be reduced to writing and included in the employee's personnel file. Within seven (7) days after the termination interview the Executive Director or designee shall forward his/her decision in writing to the affected employee.

Adopted August 1985

The decision may be to modify, recommend termination, or continue the suspension or intent to terminate as previously imposed. If a decision of the Executive Director does not terminate the suspension of the employee, the employee shall be entitled to appeal the decision of the Executive Director to the Personnel Committee of the Board of Directors through the procedure herein established for appealing employee personnel grievances. The notice of the Executive Director's decision shall include a statement of the reasons for the decision and shall include a statement of the employee's rights to appeal the decision.

If the decision of the Executive Director supports or invokes a recommendation to terminate, the employee shall be entitled to appeal the decision of the Executive Director to the Head Start Policy Council of the EOAC through procedures herein established for appeal to the Head Start Policy Council. The notice of the Executive Director's decision shall include a statement of the reasons for the decision and shall include a statement of the employee's rights to appeal the decision.

Decisions of the Executive Director shall be enforced during all periods of appeal.

Appeal to Head Start Policy Council

An appeal of any decision involving termination of Head Start personnel shall be directed by the Head Start Policy Council of the EOAC, must be in writing, signed by the aggrieved employee, and must be delivered to the Executive Director not later than seven (7) days after the employee has received notice

of the Executive Director's decision. A failure to appeal in the manner and within the time prescribed shall be deemed a waiver of the employee's rights to appeal and the recommendation of the Executive Director to terminate shall, when approved by the Head Start Policy Council, become final.

Within seven (7) days after receipt of a request for appeal, the Executive Director shall schedule and arrange for a hearing before the Head Start Policy Council of the EOAC, said hearing to be set some time within thirty (30) days from the date that the request for appeal is received. The Executive Director shall notify the employee of the time, place and date so scheduled by certified mail, return receipt requested. Postponement of the hearing beyond the time set forth in the notice shall be made only with the approval of the Head Start Policy Council.

In order for a hearing to be conducted, a majority of the Head Start Policy Council must be present throughout the hearing. a representative of the EOAC Personnel Committee shall preside over the hearing to determine the order of procedure during the hearing, to insure that all participants have a reasonable opportunity to present relevant oral and documentary evidence and to maintain decorum. The representative of the EOAC Personnel Committee shall not participate in the decision making following the hearing.

The hearing before the Head Start Policy Council shall be conducted in a fair and impartial manner affording a full consideration of all facts, evidence, and recommendations. An accurate record of hearing shall be kept in a manner prescribed by the Head Start Policy Council. The record may be preserved by the use of a court reporter, electronic recording unit, or detailed transcription.

The Executive Director shall have the burden of proof that the decision to terminate was proper. The Executive Director or designee shall present the record of evidence preceding the appeal, as well as a statement of the facts and circumstances forming the basis for the decision. The affected employee shall then present claims, witnesses, and documentary evidence on his/her behalf. The hearing need not be conducted strictly according to the rules of law relating to the examination of witnesses or presentation of evidence. Any relevant matter upon which reasonable responsible persons customarily rely in the conduct of serious affairs shall be considered, regardless of the existence of any common law or statutory law which might make evidence inadmissible over objection in a civil or criminal action. The affected employee shall be entitled to call witnesses on his/her behalf, to present documentary evidence, and to submit written memoranda concerning any issue of procedure or of fact. The affected employee shall further have the right to cross examine any witnesses presented by the Executive Director or designee in support of the decision being appealed. The affected employee shall have the right to have counsel present and counsel may participate in the appellate hearing.

The Head Start Policy Council shall render its decision within fourteen (14) days after final adjournment of the hearing.

The decision of the Head Start Policy Council shall be final unless an employee alleges, in writing, within seven days from the date of receipt of the decision of the Head Start Policy Council, that the hearing before the Head Start Policy Council did not afford the employee due process of law. The employee should direct his/her written complaint to the Chairman of the EOAC Personnel Committee at the address of the EOAC Central Office. Upon receipt of such a complaint, the Personnel Committee shall meet within ten (10) days from the receipt of the employee's complaint to review the record of the hearing. If the Personnel Committee fails to find a violation of due process, the employee will be advised, in writing, that the decision of the Head Start Policy Council is final. If the Personnel Committee finds that there was a violation of due process, then the Personnel Committee will advise the Executive Director what procedural defects appear in the record and request that the Executive Director reconvene the Head Start Policy Council to conduct a new hearing correcting all procedural defects in complying with the procedures previously set forth.

CHILD(REN) ABUSE

All employees are explicitly advised that sexual activity with a child(ren) is illegal and that any employee found in violation will be subject to disciplinary action. Employees are required to inform volunteers serving with this agency of this policy.

Each employee has the responsibility of reporting suspected physical or sexual abuse of Head Start children whether it occurs inside or outside the program.

PROCEDURE FOR HANDLING SUSPECTED ABUSE AND NEGLECT

The Center Director or designee is the Central Coordinator for all child abuse and neglect activities, including training, reporting, and follow-up procedures.

- I If children are in immediate danger or require immediate medical attention, the following steps are used by Head Start Staff.
 - A. Follow standard procedures for any medical emergency.
 - B. Notify the Assistant Head Start Director who will immediately contact the Department of Human Services of Child Protective Services. In the event that he/she cannot be reached, the Head Start Director will be contacted.
 - C. Notify CPS/DHS if neither staff member can be reached.
 - D. A child abuse and neglect report form must be completed and submitted to the Center Director within the hour.
 - E. Notify parent or guardian of action taken.
- II If children are not in immediate danger or do not require immediate medical attention:
 - A. The child(ren) are not undressed to look for additional injuries it is a professional responsibility.
 - B. The Health or Center Director will immediately file a report with Child Protective Services and/or the Department of Human Services, of any suspected abuse and/or neglect.
 - C. The Center Director and the Head Start Director will determine whether the parent should be notified of the report.
 - D. Documentation of all observations and actions taken are then compiled.

CONFIDENTIALITY

- A. All records relating to suspected child abuse and neglect will be kept under lock and key.
- B. Persons wishing to review the records will need to follow the EOAC Head Start Confidentiality Policy and Procedures.

- C. Head Start will provide the confidentiality of all records pertaining to child abuse and neglect in accordance with state and local laws.
- D. It is possible that records may be requested by the court and used as evidence in a judicial proceeding.

REPORTING ABUSE AND NEGLECT

Head Start Policy requires the reporting of all instances of suspected abuse and neglect.

Staff Responsibilities

1. Inform parents and staff of the state and local laws regarding child abuse and neglect at the time of application to the Head Start Program.
2. Maintain current information on local medical and social services treatment resources.
3. File an official report with local protective service agencies.
4. Discuss report with the family when appropriate.

PROCEDURE FOR APPEAL BY EXECUTIVE DIRECTOR
FROM BOARD OF DIRECTOR'S DECISION TO TERMINATE
EMPLOYMENT OF EXECUTIVE DIRECTOR

Within ten days of actual notice or of the receipt of written or oral notice of the decision of the Board of Directors to terminate the employment of the Executive Director, the former Executive Director may give notice of appeal from such decision by requesting a hearing by a hearing board designated or appointed by the Board of Directors to determine if the reasons or grounds for such termination are sufficient. Such notice of appeal and request for a hearing must be in writing and must be mailed by certified mail to the President of the Board of Directors of the Corporation at the Corporation's business address within ten days of actual notice or receipt of oral or written notice of the decision of the Board of Directors to terminate the Executive Director's employment. A failure by the former Executive Director to give notice of appeal and to request a hearing in the manner prescribed herein and within the ten-day time limit prescribed herein shall be deemed a waiver of the former Executive Director's right to appeal, and the decision of the Board of Directors shall become final and conclusive immediately upon the expiration of such ten-day time period.

As soon as practical after receipt of notice of appeal and a request for hearing by the former Executive Director, the President of the Board of Directors shall convene a meeting of the Council of Advisors of the Corporation for the purpose of constituting a hearing board for the requested hearing. The members of the Council of Advisors present for such called meeting shall elect or designate a hearing board numbering as many members of the Council of Advisors as may be deemed appropriate by the Council members present for such meeting, but in no event shall the hearing board be comprised of less than three members of the Council of Advisors. The members of the Council of Advisors elected or designated to serve as the hearing board shall elect from those elected or designated to the hearing board a member to act as Chairperson of the hearing board. The President of the Board of Directors shall preside over such meeting of the Council of Advisors until the Council of Advisors has elected or designated the hearing board and the hearing board has elected or designated its Chairperson. Such Chairperson shall then assume the duties of presiding over the remainder of the meeting. The President of the Board of Directors shall have no vote in the election or designation of the hearing board or its Chairperson. Each member of the hearing board shall be a member of the Council of Advisors, but shall not be a present member of the Board of Directors of the Corporation or a person who was a member of the Board of Directors during the time in which the decision was made to terminate the Executive Director, nor shall any member of the hearing board be a present paid employee of the Corporation, nor shall any member of the hearing board be married or related within the second degree of consanguinity or affinity to a current employee of the Corporation or to a current member of the Board of Directors of the Corporation or to the former Executive Director.

The Chairperson of the hearing board shall call a meeting of the hearing board for the purpose of such requested hearing. Written notice of the hearing time, date, and location shall be provided to the former Executive Director by mailing such notice to the former Executive Director by certified mail to the address stated in the former Executive Director's request for a hearing or, if not so stated, to his last known address. Such written notice of the date, time, and location of the hearing shall include a statement of the reasons or grounds for the termination of the employment of the former Executive Director, if not previously provided.

The requested hearing shall be held as soon as practical, but in any case, no sooner than ten days after the request for such hearing has been made by the former Executive Director, and no sooner than seven days after the written notice to the former Executive Director of the date, time, and place of hearing and of the reasons or grounds for the termination has been deposited in the mail as provided above. The hearing date and time may be postponed only with the consent and approval of the Chairperson of the hearing board.

If the Chairperson of the hearing board fails or refuses to perform his/her duties and/or if the Chairperson does not call a meeting of the hearing board for the purpose of hearing the matter as required above, then such Chairperson shall automatically be terminated as a member of such hearing board. If upon termination of the Chairperson there remain at least three elected or designated members of the hearing board, the hearing board shall elect or designate another person to assume the duties of Chairperson. If, upon the termination of the Chairperson, there remain less than three members of the hearing board, the Council of Advisors shall be reconvened for the purpose of selecting another member or members to serve on the hearing board, and a new Chairperson shall be elected or designated as provided above.

Hearing Procedure

The hearing before the hearing board shall be conducted in a fair manner affording a full consideration of all relevant facts, evidence, and recommendations. At such hearing, the Board of Directors shall be represented by its President, or by designated counsel. The former Executive Director may represent himself at the hearing or may be represented by designated counsel. An accurate record of the hearing shall be kept in a manner prescribed by the Chairperson of the hearing board. The record may be preserved by the use of a court reporter, electronic recording device, or detailed transcription.

The Board of Directors shall have the burden to prove by a preponderance of the evidence that its decision to terminate was reasonable and justified. Corresponding with the burden of proof, the Board of Directors shall have the right to open and close. The President of the Board of Directors, or its designated counsel, shall present the record of evidence preceding the appeal, a statement of the facts and circumstances forming the basis of the Board's decision, and testimonial or documentary evidence in support of such decision. The former Executive Director shall have the right to be represented by counsel during the hearing and shall have the further right to cross-examine any witnesses presented by the Board of Directors or its legal counsel in support of the decision being appealed. The former Executive Director, either in person or through designated counsel, may then present his claims and responses, and shall be entitled to all witnesses on his behalf, to present documentary evidence, and to submit written memoranda concerning any issue of procedure or of fact. The Chairperson of the hearing board shall reside over the hearing and over the deliberations of the hearing board, shall rule on the admissibility of evidence and on objections to the admissibility of evidence, shall also rule on any questions or objections of a procedural nature, and shall maintain decorum. The admissibility of evidence shall be within the discretion of the Chairperson of the hearing board, but in any event the requirements for the admissibility of evidence shall not be more restrictive than the Texas Rules of Evidence.

The Chairperson of the hearing board may admit any evidence which is relevant to the matter being heard and upon which reasonably responsible persons customarily rely in the conduct of serious affairs, regardless of the existence of any common law or statutory law which might make such evidence inadmissible over objection in a civil or criminal action. The hearing board shall not consider or debate questions of law, or admissibility, but shall consider all evidence tendered by either party which the Chairperson deems appropriate to admit for consideration.

The hearing board shall have the power to swear in by oath the witnesses called to testify at the hearing regarding the witness' intention to tell the truth, such oath to be administered by the Chairperson of the hearing board or his/her designee.

At the termination of the hearing, but in any event within ten days after the termination of such hearing, the hearing board shall render its decision either affirming or overruling the termination of the former Executive Director by a majority vote of those members of the hearing board who were present during all of the hearing proceedings. No member of the hearing board who was not present during all of the hearing proceedings shall have a vote in the determination of the hearing board. The determination of the hearing board must be based on a vote of at least three members of the hearing board, including the Chairperson. In addition to stating its determination, the hearing board shall state the reasons for its determination.

As stated above, the determination of the hearing board and the reasons for its determination shall be announced by the Chairperson at the conclusion of the hearing or within ten days thereafter, and written notice of the determination of the hearing board and the reasons therefore shall be mailed by the Chairperson of the hearing board by certified mail, return receipt requested, to the former Executive Director within seven days of such determination. However, failure by the Chairperson to mail such notice as provided above, or the failure of the former Executive Director to receive such notice, shall in no way affect the validity or finality of the hearing board determination.

The determination of the hearing board with regard to the termination of the Former Executive Director shall be final with regard to such termination, and as to all the facts presented in such hearing, and may not be overruled or modified by the Board of Directors of the Corporation or by the former Executive Director.

If the hearing board overrules the decision of the Board of Directors to terminate the Executive Director, the Executive Director shall be entitled to reinstatement to his position and shall be entitled to all salary, wages, and other monetary benefits lost by the said Executive Director by reason of such termination by the Board of Directors.

The hearing by the hearing board and the meetings of the hearing board shall not be open to the public or to the press or media unless the former Executive Director specifically requests that such hearing and meetings of the hearing board be open to the press and public. The former Executive Director and/or his designated counsel shall have the right to be present during all of the proceedings of the hearing board except for the deliberations of the hearing board, which shall in any event be closed to all but members of the hearing board.

The provisions of this policy shall apply only to the Executive Director of the Corporation. Head Start and other employees of the Corporation shall be subject to the other procedures, as applicable, contained in this Manual.

The time for all notices and acts provided herein shall be computed as provided in Rule 4, Texas Rules of Civil Procedure.

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WHEN CHILD ABUSE AND/OR NEGLECT IS SUSPECTED,
THE FOLLOWING MUST BE DONE:

1. A visual observation must be made of the child before he/she is taken to the Health Room.
2. Child must be taken to the Health Room for observation by the Health Staff.
3. A written report must be submitted to his/her immediate supervisor within the hour and a verbal report within ten (10) minutes. The suspected abuse and/or neglect report must also be completed.

Note: If an EOAC head Start employee suspects or knows of any child abuse/neglect and does not report it to his/her supervisor, that employee may be terminated.

Most day care facilities, like most parents, take good care of children. We would like to think that child abuse is rare and it is very unlikely that anything like this will happen to your child.

If your child volunteers information about abuse, you need to take this seriously. If this information is volunteered to staff at Head Start, we take it seriously.

When a person makes a report of suspected child abuse in good faith, he is immune from any liability. If a complaint, is made with malicious intent or revenge, there is no liability protection.

When the Department (DHS, CPS) investigates a complaint, the identity of the complainant is not revealed. Everyone, including Head Start Staff and providers, is required by law to report suspected child abuse or neglect immediately.

- I. The Center must ensure that discipline and guidance are consistent based on an understanding of individual needs and development, and promote self-discipline and acceptable behavior.
- II. There must be no cruel, harsh, or unusual punishment or treatment.
 - A. Staff must not shake, bite, or hit children, No child must be spanked. The staff must not put anything in or on the child's mouth as punishment.
 - B. The staff may use brief, supervised separation from the group if necessary, but the staff must not place children in a locked room or in a dark room with the doors closed.
 - C. Parents are not permitted to use abusive language, shake, bite, or hit their children while in care of Head Start Staff.
 - D. Children must never be left unattended in parked cars outside of the building.
 - E. Make sure that the child care staff know the child has arrived. Make sure that staff are aware when you or the designated person come to pick up your child. Don't leave your child at the front door, and never leave your child at the facility before opening.

FAMILY MEDICAL LEAVE

1. Eligibility

To be eligible to apply for family medical leave the employee must have been employed at the EOAC --

- a. for at least 12 months and
- b. for at least 1,250 hours of the previous 12 month period, effective date August 5, 1993.

2. Entitlement to Leave

An eligible employee shall be entitled to a total of 12 workweeks of leave, with the same benefits made to other employees, during any 12-month period for one or more of the following:

- a. The birth of a son or daughter. This leave may not be taken intermittently or on a reduced leave schedule without the approval of the Program Director. The entitlement of this leave expires at the end of the 12-month period, beginning on the date of the birth.
- b. The placement of a son or daughter with the employee for adoption or foster care. This leave may not be taken intermittently or on a reduced leave schedule without the approval of the Program Director. The entitlement to this leave expires at the end of the 12-month period beginning on the date of the placement.
- c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if the spouse, son, daughter, or parent has a serious health condition. The leave may be taken intermittently or on a reduced leave schedule when medically necessary. The employee must provide to the Program Director a certification of the health condition from the health care provider of the spouse, son, daughter, or parent of the employee.
- d. Because of a serious health condition that makes the employee unable to perform the functions of the position of that employee. The leave may be taken intermittently or on a reduced leave schedule when medically necessary with the approval of the Program Director and Executive Director. This leave must be supported by a certification by the health care provider of the employee.

3. Payment for Employees for Family Medical Leave

The employee will be required to use accrued annual leave and sick leave for leave provided for family medical leave for any part of the 12-week period. If the employee has fewer than 12-workweeks of annual leave and sick leave accrued, the additional leave necessary to attain the 12 workweeks of leave required will be unpaid leave.

4. Foreseeable Leave

- a. Requirement of Notice:

In any case in which the necessity for leave is foreseeable for the birth of a son or daughter or for adoption or foster care, the employee must provide, in writing, not less than 30 days notice, before the date is to begin, of the employees intention to take leave. If the birth or placement requires leave to begin in less than 30 days, the employee shall provide the notice as is practicable.

b. Duties of Employee:

In any case which the necessity of leave is foreseeable to care for a spouse, son, daughter, or parent of the employee, or a serious health condition of the employee, the employee --

- a. shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and
- b. shall provide the employer with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

5. Certification

When certification for leave is necessary, the health care provider shall state--

- a. date on which health condition commenced;
- b. the probable duration of the condition;
- c. the appropriate medical facts known by the health care provider regarding the condition.
- d. for leave requested for purpose of caring for a spouse, son, daughter, or parent of the employee, certification from the health care provider is required stating the employer is needed to provide the care and must include an estimated amount of time.
- e. for leave requested by an employee with a serious health condition, certification is required from the health care provider stating the employees is unable to perform the function of the employee.
- f. in any case when the Executive Director or Program Director has reason to question the validity of the certification, a second opinion may be requested.
- g. the Executive Director or Program Director may require the employee to obtain subsequent recertification.

6. Restoration to Position

Employees granted Family Medical Leave will be restored to their same position or an equivalent position so long as the employee returns to work immediately following or prior to the end of the authorized leave.

BENEVOLENCE POLICY

EOAC funds will not be utilized for flowers/donations except in the event that a EOAC Board Member or EOAC staff become deceased. In that event, flowers or donations (ie; food, cash for expenses, etc) will not exceed fifty dollars. Voluntary, individual donations from Staff and Board Members may be collected and added to said contributions.

In the event that an employee's immediate family member or significant relationship becomes deceased or incurs a special event. (ie, birth, graduation etc.) EOAC Board and Staff Members may take a voluntary collection of funds or items to be used to purchase flowers, food or cover expenses.

The EOAC Board and Committee understand that policy will not allow flowers or financial contributions to come out of EOAC special funding and shall not be expected for deaths and or special events. Voluntary, individual contributions may be collected an given in an appropriate manner.

EOAC Special funds can be used to purchase and mail sympathy, congratulations and thank you cards that can be signed by the Board and/or staff during such events.

EOAC WACO CHARTER SCHOOL



EMPLOYEE HANDBOOK

2000-2001

Forward

The purpose of the Teacher Handbook is to help all EOAC Waco Charter School faculty and staff members become acquainted with the various routines and regulations necessary for the efficient operation of a school. Employees who are new to the school as well as those employees who have previously served will find the handbook to be a valuable and useful tool.

Keep your copy throughout the school year and refer to it whenever necessary. At times it may become necessary to revise the various procedures in the handbook.

Please remember to turn in your handbook to the office at the end of the school year.

June, 2000

EOAC Waco Charter School Mission Statement

The mission of the EOAC Waco Charter School is to provide a quality education for every student enrolled in the school. The curriculum is designed for students to have the tools, resources, positive reinforcement, and encouragement needed to succeed in an environment of excellent academic standards and high expectations.

The educational program at each grade level will be tailored to meet the needs of the student through a balanced curriculum emphasizing Core Knowledge, direct instruction, as well as student-centered instruction, including bilingual education as appropriate.

Parents, students, and educators will be held to high social and academic standards, demonstrating to the community that the EOAC Waco Charter School is an educational institution that takes the task of educating children seriously.

June 2000 - May 2001

WACO CHARTER SCHOOL

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ITBS Pre-Test: Fall - Sept. 6 Spring - May 4

State of District Assessments

Oct. 24	TAAS Exit Writing
Oct. 25	TAAS Exit Mathematics
Oct. 26	TAAS Exit Reading
Mar. 28	Reading Proficiency Tests in English
Apr. 24	TAAS Mathematics Grade 3 - 5
Apr. 25	TAAS Reading Grade 3 - 5

Holidays (Staff and Students)

Sept. 4	Labor Day
Oct. 9	Columbus Day
Nov. 22-24	Thanksgiving Holiday
Dec. 21-Jan. 2	Winter Holidays
Jan. 15	Martin Luther King Day
Mar. 5-9	Spring Break
Apr. 13-16	Easter Holiday

Staff Workdays/Staff Development Days Student Holidays

Aug. 8-10	Staff Development
Aug. 11	Teacher Workday
Jan. 3	Teacher Workday
Feb. 5	Staff Development
May 25	Teacher Workday

Grading Periods

Aug. 14-Sep. 22	29 Days
Sep. 25-Nov. 3	29 Days
Nov. 6-Dec. 20	30 Days
First Semester	88 Days
Jan. 4-Feb. 16	30 Days
Feb. 19-Apr. 6	30 Days
Apr. 9-May 24	32 Days
Second Semester	92 Days

Student Total - 180
Staff Total - 187

Weather Make-up Days

May 25 (Teacher Workday May 26th)
Apr. 16

Proposed 5th Grade Graduation - May 26th

December 00						
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EOAC Waco Charter School Charter Foundations

Founding Principles

Child-centered curriculum that promotes high academic standards, strong social skills/life skills, and ethical values and is structured to emphasize language acquisition, effective communication, critical thinking, and problem solving skills

Assessment based on student achievement of essential knowledge and skills

Parental Partnerships

Community Partnerships

Platforms

- Curriculum Committee
- IEP/Direct Instruction
- Curriculum Allignment
- Multi-age Instruction
- Cooperative Learning
- Inclusion
- Thematic Units (including Waco Community & Government Seed-to-Stomach)
- Whole Class Reading
- Learning Styles
- Technology

- Texas Assessment of Academic Skills
- Iowa Test of Basic Skills
- Individualized Education Plan
- Report Cards

- Parent Advisory Council
- Parent Support Groups
- Parent Surveys

- Individual Participation
- Business Participation
- Student Community Service
- Student Programs and Productions

Product

Students who demonstrate Academic Challenges
Higher Order Thinking
Ethical and Social Behavior
Effective Communication

Assessment of whole student

Shared Responsibility for Learning

Community Pride

**E.O.A.C. Waco Charter School Focus for 2000-2001:
Academic Achievement**

Non-threatening Environment

Positive Discipline

Student-centered Instruction

Establish Measurement in Life Skills Curriculum

MANDATED Accelerated Reading Program

Increase Writing Scores

Integrate Science and Social Studies TEKS

Document and Follow IEP Plans

Utilize K-3 Reading Textbook and Science Textbook

Align Classroom Grades with ITBS and TAAS Results

EOAC Waco Charter School Employment Handbook And Student Code of Conduct

Welcome to the 2000-2001 school year! This year will be an exciting one as you participate in a "Different Kind of Public Education."

While most people understand what is appropriate in the school environment, the following policies and procedures are stated to clarify aspects of being a part of the EOAC Waco Charter School with the goal that students and employees will experience satisfaction and success. The following policies and procedures are offered alongside the EOAC policies and procedures. Where conflicts between the two documents may arise, EOAC policies and procedures will govern.

The EOAC Waco Charter School is committed to providing a quality academic education for each child. The curriculum is designed to give students the tools, resources, and encouragement necessary to succeed in life.

Educating children is the most important task in society. Failure is not an option; every child will perform and succeed.

Statement of Non-Discrimination Policy

The EOAC Waco Charter School does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. The Executive Director has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act of 1973, as amended.

Academic Dishonesty

Academic dishonesty can be defined as cheating or copying the work of other individuals, plagiarism, as well as unauthorized communication between students during an examination. Documented instances of academic dishonesty will be reviewed by the Student Assistance Team, which will recommend action to the Director.

Accelerated Reader

The program will be mandatory, not optional. Research shows a significant link between Accelerated Reader and student performance and achievement. Teachers will set yearly, semester, and weekly goals. Turn in reports to the Director, who will monitor progress.

Accident Reports

If an accident occurs in your area of responsibility and a student is injured to the extent that medical treatment is necessary or days of attendance lost, contact the

school secretary. Some areas of the school as well as some activities are more subject to injury situations than others are. Nevertheless, all faculty and staff should be in the area of responsibility and alert to the possibility of injury. With the attitude that we are all responsible for every child in this school, we will avoid negligence and liability.

Accountability

Waco Charter School accountability measures are clearly outlined in the charter application: 90% passage on all sections of Texas Assessment of Academic Skills (TAAS) in all grades, academic growth at least one year on Iowa Test of Basic Skills (ITBS), and 90% student, faculty, and staff attendance.

Teachers will administer the TAAS in the spring of each academic year. Teachers will conference with parents/guardians following receipt of TAAS scores. Teachers should always be ready to suggest ideas or share materials so that parents/guardians can be a part of the team helping students be successful. During conference with the parent/guardian of a student who did not pass a section of the TAAS, teachers will present the parent/guardian with a TAAS study booklet and encourage parent/guardian to work with the child during summer months. If a parent does not keep the appointment, write a note, attached to the booklet, home.

Teachers will administer the ITBS in the fall and spring of each academic year. Teachers will conference with parents/guardians following receipt of ITBS scores and will formulate each student's IEP based on ITBS results.

After-School Program

An After-School Tutoring Program, funded by the 07 Project, will run from 2:45-5:30 p.m. each school day. Part-time trained tutors will facilitate the curriculum. Students will receive tutoring in Texas Assessment of Knowledge and Skills (TAAS) concepts using the Reading Roundtable Curriculum. The curriculum occurs in a language-rich environment of reading language arts, which includes art, drama, listening, reading, speaking, and writing. Students earn rewards for recognized completion of each TAAS standard. Parents MUST pick up their children by 5:30 each day.

Announcements

Please be on the alert for any written announcements located in each teacher's box in the Teacher Workroom as well as spoken announcements during the morning assembly from 7:45 to 8:00 a.m. Any announcements teachers wish to place on walls or in boxes must be approved by the Director.

Assembly Programs

Students are required to arrive on time and conduct themselves in an orderly manner, just as they are expected to behave in a classroom. Disciplinary action may include removal from the assembly.

Student Attendance

Students between the ages of 6 and 18 are required to attend school. School employees must investigate and report violations of this law. According to TEC 25.095, a school must notify a student's parent in writing if, in a six-month period, the student has been absent without an excuse five times for any part of the day. If the student is absent without an excuse for 10 or more days or parts of days in a six-month period 1) the student's parent is subject to prosecution under TEC Section 25.093; and the student is subject to prosecution under TEC Section 25.094.

To be promoted students must be in attendance for at least 90% of the days the class the class is offered.

Absences: All student attendance sheets should be in folders outside classroom doors by 9:30 a.m. each morning. All absent students must bring a parent/guardian's written excuse or health care professional's note upon return to school. The student will present the note to the teacher. All notes will be placed inside the attendance folder. The notes will be maintained in the office for audit purposes. In addition, **all teachers should keep a record of student absences, excused or unexcused, in the grade book.** The State Average Daily Attendance (ADA) mandate is that a student who is absent after 9:30 a.m. is considered absent for the entire day unless the student returns to the school following a medical appointment. The same mandate applies when the student is present until 9:30 a.m.: Students are considered present for the entire day. **Students must attend 27 of the 30 school days in each grading period to be in compliance with the 90% statement in the school's charter. Therefore, students have only 3 days available for illness or emergency during each grading period.** All teachers are to refer any ill child to the school secretary for proper disposition. **Do not personally contact parents concerning student illness.**

Tardies: Students will be counted tardy if they arrive after 8:15 a.m. No student will be allowed into the classroom after 8:15 a.m. without a tardy slip unless addressed by the Director's announcement (example: bad weather). Three tardies will equal an absence. Children with excessive tardies and/or absences will be referred to the court system.

NOTE: All attendance (absences and tardies) shall be reported on the students' report cards. The Secretary will notify the Director when students are approaching absence and tardy infractions during each grade period. The office will then notify parents.

Attendance Appeals Committee

An Attendance Appeals Committee shall be comprised of the EOAC Executive Director, two Board Members, and two parents. The Committee shall convene as necessary to determine if promotion should be granted to students who have not

met the 90% attendance requirement.

A student and the student's parent or guardian shall be given notice prior to and upon a student's attendance in any class dropping below 95%, and a parent conference shall be scheduled. If the parent or guardian cannot be reached, a certified letter shall be sent.

The Attendance Committee shall hear all cases where at mid-term a student's attendance falls below the requirement, and a petition by the student or student's parent or legal guardian has been filed. The petition must be filed before the final grading period.

The Committee shall consider absence due to personal illness that is verified by a dated physician's statement and a written statement from the teacher confirming that the student has completed all missed work and has maintained a passing average of 70 or above.

Faculty and Staff Attendance

The successful operation of the school depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the school operating efficiently. Employees may be reassigned or terminated for excessive absences and/or tardiness.

The following information will be used to determine whether an employee has been absent or tardy an excessive number of times.

Tardiness. Any employee arriving five or more minutes after his or her scheduled starting time will be considered tardy.

Excessive tardiness. Any three occurrences of tardiness within a 30-day period will be considered excessive.

Absence. Any person that is not present at his or her work assignment for a scheduled work period will be considered absent for that period.

Excessive tardiness/absenteeism. Any combination of four absences/tardies within a 30-day period will be considered excessive.

Excessive absenteeism. The following absences are considered excessive:

- Any occurrence of absence after the employee's earned sick leave balance has been depleted.
- Any occurrence of absence that is not covered by sick leave guidelines.
- Any occurrence of absence without pay, unless approved by the Director at least 24 hours in advance.

ADDENDUM TO PAGE 4

Discipline Plan

Positive Consequences: It is hoped that all students will behave in an appropriate manner. Thus, teachers will recognize appropriate behavior with praise, free time, and positive notes.

- *Students are expected to behave well in individual and group activities
- *Students are expected to follow directions.
- *Students are expected to follow classroom rules.
- *Students are expected to listen and follow through as the teacher requests.
- *Students are expected to return materials on time.
- *Students are expected to use good manners.
- *Students are expected to take care of textbooks, materials, and equipment.

To encourage behavior above and beyond expectation, a **Wall of Fame** will showcase an student each month. Teachers and staff will recommend students who show exemplary scholarship, leadership, and service during the month. The student will be introduced during opening assembly, photographed, and his or her picture placed on the Wall of Fame. Please explain the program to students and remind them how they can reach the goal.

Another positive program in which the Charter School will participate is the "Terrific Kid" program sponsored by the Kiwanis Club. Nominated students who may or may not be selected for the Wall of Fame may be chosen to attend a Kiwanis meeting and be recognized as a "Terrific Kid."

Negative Consequences: The classroom discipline plan affords every student guidance in making good decisions about his or her behavior. When the student makes appropriate choices, he or she has an opportunity to learn in a positive, nurturing classroom environment. Each child deserves the most positive educational climate possible for growth. As professionals, along with the parents/guardians, we can make a difference in the discipline process. If a student chooses to break a rule (as outlined in the section "Basic Plan for Students), the following steps will be taken and documented:

- First Time Eye Contact, Proximity, Verbal Warning(s)
- Second Time Name on Board
- Third Time Limited Time Out (10 mins.) in Desk Away from Other Students
- Fourth Time Limited Time Out (10 mins.) at Classroom Wall
- Fifth Time Student-Teacher Conference and Note Home

NOTE: Teachers may not corporally punishment or verbally degrade any student.

Severe Disruption in which life or limb is threatened or other students cannot learn due to disruption: Immediate written referral to Director.

- Any three separate occurrences of absence within a 30 day period.

Behavior Performance/Code of Conduct

Encouraged Behaviors to create a positive, safe, and supportive environment

1. Be courteous in all personal interactions.
2. All teachers are responsible for all students at our school.
3. Be friendly to each other.
4. Communicate appreciation to other teachers and students.
5. Develop non-adversarial conflict management skills.
6. Emphasize the positive aspects in each other.
7. Encourage one another.
8. Get help from school personnel in resolving conflicts before conflicts grow into disruptive behaviors.
9. Help create and maintain a safe environment.
10. Offer assistance to each other.
11. Replace negative criticism with positive feedback.
12. See the good in others.
13. Speak kindly to one another.

Expected Behaviors to sustain a positive and enriching school environment

- Attend all classes regularly and on time.
- Behave in a responsible manner.
- Be well groomed and dressed appropriately.
- Cooperate with and/or assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy and respect for others.
- Encourage and support each other in promoting positive behavior.
- Help create and maintain a safe environment.
- Obey all campus and classroom rules
- Prepare for each class (bring appropriate materials to class)
- Report any harmful threats made by anyone to school officials.
- Respect the property of others, including Charter School property and building.
- Respect the rights and privileges of students, teachers, and staff.

Bilingual Program

Bilingual education is a program of instruction that uses the student's primary language as a tool for instruction while students begin learning English as the second language. In addition to teaching students subject matter in Spanish, the program provides English instruction using English instruction. Students are expected to master the Texas Essential Knowledge and Skills (TEKS), the basic learner outcomes set by the Texas Education Agency for each grade level.

Building and Room Care

Because each person in the school has a certain amount of responsibility with

regard to the upkeep of the school, each regular classroom teacher and teacher assistant will lead the way in keeping the school picked up, inside the classroom as well as other areas of the school where the class gathers. Teachers will lead students to pick up around their desks and place their chairs on the tops of desks. This activity will help the students develop responsibility. It is inappropriate to assume that the custodian must do everything.

Cafeteria

The Charter School participates in the National School Breakfast and Lunch Program and offers free and reduced-price meals based on a student's financial need. Information may be obtained from the secretary or the food service representative concerning lunch prices, lunch tickets, or the free and reduced-price program.

Confidentiality

Teachers and staff have access to student and family information that is protected under privacy laws. Therefore, all sensitive materials regarding students must be kept in strictest confidence. Failure to obey the Buckley Amendment could result in termination. Please read the Education Code handout, which has been placed in boxes in the Teacher Workroom.

Copier Usage

Each regular classroom teacher will be assigned a copy code. Each teacher will use the code assigned to her/him. Bulk copying is discouraged. Be aware of copyright information located elsewhere in this handbook.

Discipline Management

When students do not comply with classroom, campus, and or Charter School rules, intervention with discipline management strategies becomes necessary. These techniques are designed to help students learn from the natural and/or logical consequences of their behavior, to act responsibly, and to adhere to the rules governing their behavior. Disciplinary action will draw on the professional judgment of teachers and staff, and on a range of discipline management techniques. Disciplinary action will be correlated with the Code of Conduct, to the seriousness of offenses, student age and grade level, frequency of misbehavior, student attitude, effect of misbehavior on the school environment and policy and legal requirements. Because of these factors, disciplinary action for a particular offense may require consideration of various techniques and responses.

The following discipline management strategies may be used alone or in combination to encourage proper student behavior:

- Assigned reports regarding discipline incident
- Assigned duties other than class tasks
- Behavior contracts
- Community service requirements

- Cooling off time or time out
- Confiscation of items that disrupt the educational process
- Counseling by teachers or staff
- Parent-teacher conferences
- Parent(s) attending classes with student
- Positive reinforcers as appropriate
- Referral to outside agency and/r legal authority
- Referral to Director or her designee
- Seating changes
- Student Assistance Team
- Verbal correction

Dress Code for Teachers

All employees are encouraged to dress in a manner that is appropriate to and example setting for children. No jeans are allowed. Teachers should dress in a manner that is professional.

Dress Codes for Students

It is the responsibility of parents or guardians to ensure that their children are dressed and groomed according to the EOAC Waco Charter School policy. All students will adopt a standard mode of dress, which consists of the following:

- Boys and girls must wear slacks or shorts in dark blue (navy) or khaki (tan). Girls also have the options of skorts, skirts, or jumpers in the same colors noted in the previous sentence.
- Polo shirts (without logo or design) can be red, white, or blue. Cotton button front shirts or blouses with a collar in white or blue may also be worn. Shirts may be long or short sleeves. Neck openings of any dress, shirt, or blouse may not exceed the equivalent of the second button below the collar of neckline.
- All shirts are to be tucked in. Slacks or shorts are to be worn at the waist with a belt, if the item has loops.
- Shoes must be closed-toe types.
- Unless instructed otherwise due to the elements, coats will not be permitted to be worn during class time inside the building. Coats should be stored before the start of class.

Students are expected to be appropriately dressed and groomed at school as well as school functions.

Work Day for Teachers

Teachers' workday is from 7:45 a.m. to 3:45 p.m. each day. Teachers are expected to be at school no later than 7:45 a.m. and may leave no earlier than 3:45 p.m. each day. The school is open from 7:00 a.m. to 5:00 p.m. Monday through Friday. Instructional aides will have alternating duty from 7:00 to 8:00 a.m. and 3:00 to 5:00 p.m.

Faculty and staff are not to leave campus during class time unless the event has been cleared through the Director or her designee. Except in emergencies, a written request, including the date and time you need to leave, should be submitted two days prior to the needed leave time.

Duties

Each regular classroom teacher should be at his or her classroom door every morning to greet students as well as maintain order in the hallways.

Each regular classroom teacher will be responsible for leading the class to the cafeteria door on time and in an orderly fashion. Regular classroom teachers are required to be on official duty in the cafeteria although all EOAC Charter School staff should assist with student supervision at all times. In addition, the regular classroom teacher should be prompt when returning the students to the classroom.

Breakfast Duty

Breakfast will be served from 7:10 until 7:35 a.m. Students will be supervised from 7:00 a.m. until the morning assembly at 7:45. All staff members are expected to be in attendance in the open area for the assembly. The academic day begins at 8:00 a.m. Breakfast will not be served after 8:00 a.m. **unless authorized by the Director or her designee.** See rest of duty information in the paragraph above.

Lunch Duty

Children may pay for lunches by the month in the cafeteria (full price/reduced/free). Checks for prepaid lunches may be addressed to the Waco Independent School District and presented to the school secretary who will present the checks to the cafeteria manager. Each school child should have available his/her lunch card and/or money for meals. Desserts and milk may be purchased separately. See other duty information in paragraph above.

All teachers should periodically review, emphasize, and support the rules with the students.

Because Life Skills are part of the curriculum, Waco Charter School will pay for all faculty and staff lunches. Faculty and staff are to eat with students. Following lunch each day, students will brush teeth.

Employee Illness

If you as the regular classroom teacher will be absent from school, call the Director at 754-8169 (school office) or 754-0756 (home) as early as possible (before 6:30 a.m. on the date of the absence) to request a substitute. If you as the classroom assistant will be absent from school, call the regular classroom teacher to whom you are assigned as early as possible (before 6:30 a.m. on the date of the absence) or the Director. Please notify the school office before 2:00 p.m. the day you are absent if you believe you may need a substitute the following school day.

This will be your responsibility. The school office will not call you to ascertain when you will return to work. Remember to complete a substitute form on your first day back from an illness.

Faculty and Staff Evaluations:

The Director will evaluate faculty and staff as often as necessary, formally and informally. Faculty and staff will be asked to conference with the Director concerning the evaluation. Individual progress toward professional and personal goals is encouraged and expected.

Field Trips

All trips must be cleared through the Director. The use of private cars shall not be permitted for any field trip unless the administrator grants permission. Students shall not participate in a field trip without written consent of a parent or legal guardian. Once the event is approved, teachers are responsible for sending home permission slips to be signed by parent/guardian. Appropriate forms are available in the school office. The teacher must duplicate two copies of each permission slip. One copy must be taken on the field trip while the second copy must be maintained in the school office. Never remove a student from the school without having the parental permission slip on file in the school office. Requests for field trips must be presented in writing four weeks in advance of the requested event. Appropriate forms are available in the school office.

Fund-Raising Activity

Fund-raising activities by students and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor. All fund-raising projects shall be subject to the approval of the administrator. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. No outside organizations of any sort may solicit contributions of any type from students within the school.

Grades

A developmental checklist is used to report progress at kindergarten and kindergarten levels. These checklists reflect Texas Essential Knowledge and Skills (TEKS) for the grade level. Kindergarten parents will receive a written report each six weeks. Parent conferences will be scheduled for parents of kindergarten students at regular intervals.

Grades 1-5: Numerical grades will be used in marking papers, tests, or other assignments for language arts (reading, oral language, and written language), mathematics, science, social studies, and health. Numerical grades will be recorded in the grade book and on the report card.

Teachers of students in grades one and two shall consider correct spelling, punctuation, grammatical usage, and other elements of proper communication as

developmentally appropriate when grading papers, tests, etc. Students shall be asked to correct such errors, but no grade penalties will be attached.

Teachers of students in grades three through five shall consider correct spelling, punctuation, grammatical usage, and other elements of proper written communication when grading tests, papers, etc. If rough drafts of assignments in courses other than language arts are required to be submitted for teacher review prior to the final draft, they shall be marked for spelling and grammar errors and students shall be given opportunities to make corrections. Grade penalties of one point per error shall be assigned only on final drafts, assignments, tests, and shall not exceed 10 points on any one assignment or test. In the area of language arts, teachers shall continue to grade as most appropriate for the subject and the assignment given.

Students may withdraw from the school to attend another school. The regular classroom teacher should record student grades and **keep those grades for the entire school year**. The school may be asked to produce the grades at any time during the school year after the student has withdrawn.

Lesson Plans

Each grade level teacher must turn in a copy of lesson plans for the following week to the Director prior to 3:00 p.m. each ~~Friday~~ ^{Monday}. All teachers should retain a copy of lesson plans in a location accessible to substitutes.

Long Distance Usage

Long distance usage will not be permitted except in the case of 800 numbers.

Mail and Messages

Each employee will have an assigned mail box in the Teachers' Workroom. Mailboxes should be checked personally, **twice a day**. Information bulletins and various materials will be distributed through this method. Mailboxes are not intended to be used as storage areas.

Telephone messages will be placed on the message board as received during the day. The office will deliver any emergency message. Otherwise, teachers will need to check the board during the day.

Medication

The Charter School does not purchase medication for students. When medication is brought to the school from home, it is desirable that the initial daily dose of medication be administered by the parent or guardian at home. Subsequent doses of medication may be administered by the designated trained person, provided the following requirements are met by the parent or legal guardian:

1) Prescription or non-prescription medications that need to be taken at school for 10 days or less must be in their original pharmacy container and labeled by the

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pharmacist, accompanied by a written request, signed and dated by a parent or guardian. The label must include the student's name, physician's name, name of medication, amount of medication to be given and frequency of administration, and date prescription filled.

All non-prescription medications must be in their original container. A daily written request for administration of these must contain the following information: student's name, name of medication, amount of medication to be given, when medication is to be given, reason medication is given, date, and signature of parent or guardian.

If a student is required to carry a medication on his or her person during school hours, a written request from a physician and a signed note from the parent or guardian must be filed in the school office.

Should a question arise regarding medications or any issue, the school administrator may call the physician, pharmacist, and/or the parent or guardian for clarification.

Only medications prescribed by a physician licensed to practice medicine in the United States is acceptable for school use. Medications from other countries are not to be administered by school personnel.

All medications will be stored and dispensed in the office. Proper school authorities must approve exceptions in advance.

Sick Children

If a child has 100 degrees or more temperature or is vomiting, the parents will be called to take the child home. A child should be free of temperature or vomiting for 24 hours before returning to school.

Communicable Diseases/Conditions

Students infected with certain diseases are not allowed to come to school while contagious. Parents of student with a communicable or contagious disease should phone the school secretary or director so that other students who have been exposed to the disease can be alerted. These diseases include: chickenpox, common cold with fever, diphtheria, gastroenteritis, head lice, hepatitis, mumps, pink eye, polio, ringworm of the scalp, German measles, scabies, streptococcal sore throat and scarlet fever, tuberculosis, and whooping cough.

Emergency Medical Treatment

Parents will complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents will also be asked to supply other information that could be required in case of an emergency and to update this information as often as necessary.

Grade Level Meetings

Grade level meetings will be held each Thursday to discuss curriculum. The meetings are mandatory. A report of each meeting will be presented to the Secretary. On the fourth Thursday of each month, grade level meetings will be scheduled at 3:15 p.m. so specialty teachers can attend the meetings.

Faculty Meetings

Faculty meetings will be held each Wednesday afternoon at 3:15 p.m. During the meetings, all faculty members should discuss matters deemed for the welfare of the total school program. **Attendance for faculty meeting is mandatory.**

Materials and Equipment

All materials and equipment are the property of the EOAC Charter School and are never to be removed from the school to any other site for any reason. Materials and equipment will be marked for federal funding audit as well as for insurance purposes.

Notes to Parents

Teachers must clear all informational notes home to parents/guardians with the Director or her designee.

Faculty/Staff Parking

Faculty parking is located in the lot in front of the school. Employees of the school must be sensitive to our neighbor's need for close-in customer parking and truck delivery.

Parent Involvement, Responsibilities, and Rights

Education is most successful when there is a strong partnership between home and school, that thrives on communication, and that includes parents, teachers, administrators, and the EOAC Board. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Handbook, especially the Code of Conduct, with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact the Director.
- Become familiar with all the child's school activities and with the academic programs offered in the School. Discuss with the Director any questions, such as concerns about placement, assignment, or options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's records when needed. A parent may review attendance records, test scores, grades, disciplinary records, psychological records, applications, health and immunization information, teacher evaluations, reports

of behavior patterns, and state assessment instruments that have been administered to his or her child.

- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level requirements as determined by the Charter School and The Texas Education Agency (TEA).
- Become a school volunteer.
- Participate in campus parent activities.

Pay Day

Employees will be paid every other week. Payroll is released Friday by 2:00 p.m. of the pay date.

Personal Classroom Materials

Teachers and staff are encouraged to produce their own classroom materials; however, it is essential that materials be identified by each person's name.

Promotion and Retention of Students

Report cards are issued the Thursday following the end of the six-week period to inform students and their parents of the student's progress in each subject six times a year. If a student receives a six-week grade of less than 70 on a scale of 100 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. The report cards should be signed and returned within three days. At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is 75 or lower.

According to Texas Education Code (Sec. 28.021(a)), a student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

To be promoted from one grade level to the next, 1) a student must attain mastery of curriculum in both reading language arts and mathematics and an overall average of 70 or above for the year in all other subjects; and 2) must score 70 average on the current year's Texas Assessment of Academic Skills tests (TAAS) in reading language arts and mathematics, with a score of no less than 55 on either test (grades 3-5) or a comparable score on an EOAC Board-approved instrument for grades K-2.

Students who do not meet grade level requirements and test score requirement shall be retained.

Promotion standards for special education students are established by the individual education plan (IEP). The Admission-Retention-Dismissal (ARD)

Committee shall determine grade-level classification of students eligible for special education.

In assessing students of limited English proficiency for mastery of the Texas Essential Knowledge and Skills (TEKS), the Charter School shall be flexible in determining testing methods to allow students to demonstrate knowledge or competency independent of English skills in the following ways:

- Assessment in the primary language
- Assessment using English as a Second Language (ESL) methodologies
- Assessment with multiple and varied instruments

Reporting Child Abuse

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed (Family Code 34.01, 34.03).

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts has occurred: 1) a child has been or will be abused or neglected; 2) a child has died of abuse or neglect; 3) a child has violated the compulsory school attendance laws on three or more occasions; 4) a child has, on three or more occasions, been voluntarily absent from his home without the consent of his parent or guardian for a substantial length of time or without the intent to return.

The reports shall be directed to any of the following: 1) any local or state law enforcement agency; the Child Protective services division of the Texas Department of Protective and Regulatory Services.

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department (Family Code 34.02).

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

Resignations

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Director. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Director is the custodian of all records for currently enrolled students at the school. The Director is also the custodian of all records for students who have withdrawn or transferred. The Director is the custodian of all special education records for students with disabilities under IDEA. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent from inspecting the records, the School will either provide a copy of the requested records, or make other arrangements for the parent to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate education interests" include any employees, agents, trustees, or individuals with which the school contracts for services to students and who are:

- Working with the student;
- Considering statistical data; or
- Investigating or evaluating programs.

The parent's right of access to, and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students at the School, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents.

Certain officials from various governmental agencies may have limited access to the records. The School forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information ought not be disclosed, the School will make a reasonable effort to notify the parent in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Copies of student records are free for the first two copies. Thereafter, they are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records after the student reaches the age of 18 and is no longer a dependent for tax purposes; when the student is attending an institution of post-secondary education; if the parent fails to follow proper procedures and pay the copying charge; or when the School is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about the School students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of the handbook as well as the pre-enrollment packet. Should circumstances change, the parent can contact the Director to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records: Parents of a student with disabilities who has been provided special education services by the School will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the materials will be deleted from the records but the records will be maintained until the time has expired.

Student Safety

From time to time students, teachers, and staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Student safety on campus or at school-related events is a high priority of the Charter School. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Report any behavior, such as students having a knife or gun, which jeopardizes school safety.
- Report to Charter School employees any threats made by other students.
- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Code of Conduct and any additional rules for behavior and safety set by the School and EOAC Board.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers and staff whom are overseeing the welfare of students.

Substitute Folders

A folder with copies of lesson plans for a possible substitute teacher will be kept updated and accessible at all times.

Textbooks

The State of Texas loans textbooks to the student. State law requires the student to keep the book covered, to record hi/her name in ink on the front label, and to return the book in reasonable condition.

If a book is lost during the semester, it must be paid for before another book is issued. Contract prices will be charged for all books lost, or for which proper accounting has not been made, regardless of the length of time the books have been in use in the local school system. This means that the student will have to pay the full price of a book regardless of the age of the book. The payment for lost or damaged school property must be sent to the Director's office. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for.

Visitors

In order to protect the classroom instructional environment, all parents and visitors are required to sign in at the office.

School Facilities Use

The Director must approve the use of the school building and/or equipment for activities scheduled after school hours, on weekends, or during holidays. If the event is approved, it will be placed on the school calendar. The EOAC Board regulates building usage.

Employee conduct and welfare

Standards of conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*.

Code of Ethics and Standard Practices for Texas Educators

Professional Responsibility. The Texas educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student. The educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community. In conscientiously conducting his or her affairs, the educator shall exemplify the highest standards of professional commitment.

Principle I: Professional Ethical Conduct. The Texas educator shall maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

Standard 1. The educator shall not intentionally misrepresent official policies of the school district or educational institution and shall clearly distinguish those views from personal attitudes and opinions.

Standard 2. The educator shall honestly account for all funds committed to his or her charge and shall conduct financial business with integrity.

Standard 3. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 4. The educator shall accept no gratuities, gifts, or favors that impair professional judgment.

Standard 5. The educator shall not offer any favor, service, or thing of value to obtain special advantage.

Standard 6. The educator shall not falsify records, or direct or coerce others to do so.

Principle II: Professional Practices and Performance. The Texas educator, after qualifying in a manner established by law or regulation, shall assume responsibilities for professional administrative or teaching practices and professional performance and shall demonstrate competence.

Standard 1. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications and shall adhere to the terms of a contract or appointment.

Standard 2. The educator shall not deliberately or recklessly impair his or her mental or physical health or ignore social prudence, thereby affecting his or her ability to perform the duties of his or her professional assignment.

→ **Standard 3.** The educator shall organize instruction that seeks to accomplish objectives related to learning.

Standard 4. The educator shall continue professional growth.

Standard 5. The educator shall comply with written local school board policies, state regulations, and applicable state and other federal laws.

Principle III: Ethical Conduct toward Professional Colleagues. The Texas educator, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

Standard 1. The educator shall not reveal confidential information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2. The educator shall not willfully make false statements about a colleague or the school system.

Standard 3. The educator shall adhere to written local school board policies and state and federal laws regarding dismissal, evaluation, and employment processes.

Standard 4. The educator shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.

Standard 5. The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 6. The educator shall not intentionally deny or impede a colleague in the exercise or enjoyment of any professional right or privilege.

Standard 7. The educator shall not use coercive means or promise special treatment in order to influence professional decisions or colleagues.

Standard 8. The educator shall have the academic freedom to teach as a professional privilege, and no educator shall interfere with such privilege except as required by state and/or federal laws.

Principle IV: Ethical Conduct toward Students. The Texas educator, in accepting a position of public trust, should measure success by progress of each student toward realization of his or her potential as an effective citizen.

Standard 1. The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.

Standard 2. The educator shall not intentionally expose the student to disparagement.

Standard 3. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 4. The educator shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety.

Standard 5. The educator shall not deliberately distort facts.

Standard 6. The educator shall not unfairly exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 7. The educator shall not unreasonably restrain the student from independent action in the pursuit of learning or deny the student access to varying points of view.

Principle V: Ethical Conduct toward Parents and Community. The Texas educator, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the public schools of the community.

Standard 1. The educator shall make reasonable effort to communicate to parents information that lawfully should be revealed in the interest of the student.

Standard 2. The educator shall endeavor to understand community cultures and relate the home environment of students to the school.

Standard 3. The educator shall manifest a positive role in school-public relations.

Student Assistance Team Guidelines

The duties of the Student Assistance Team are to:

1. **Review** the documentation of teachers who are requesting assistance with a student after numerous incidents of misbehavior. The Team weighs each piece of documentation carefully to determine whether or not the teacher followed the discipline procedures as set forth in the Teacher Handbook by the Director and approved by the EOAC Board; whether or not the teacher provided appropriate modifications to meet the educational needs of the student; and was not acting arbitrarily in disciplining the student.
2. **Determine** a correct course of action or affirm the course of action taken by the teacher.
3. **Recommend** to the Director regarding their discussions.

I attest that the attached information is true and correct.

Lorita G. Manning

Lorita Manning

SUBSCRIBED AND SWORN BEFORE ME
THIS *25th* DAY OF *10* 1st 2000
Terry Lynette McDaniels
NOTARY PUBLIC



LORITA G. MANNING
2509 Gary Lane
Waco, TX 76708
254-754-0756

Goal: To form linkages between and among secondary education, postsecondary education, business, and industry

Present Position: Curriculum Specialist, Heart of Texas Tech-Prep Consortium at McLennan Community College

Education: Texas A&M University, Ph.D. in progress
Research: Language, Literacy, and Culture

Tarleton State University, K-12 Reading Specialist Certification (1993)
Study Area: Curriculum and Instruction

Baylor University, M.S.Ed. K-12 Counseling Certification (1985)
Study Area: Educational Psychology

Baylor University, B.S.Ed. cum laude (1981)
Study Area: Secondary Education (History and English)

McLennan Community College, Associate of Arts with high honors (1979)

Professional Certificates:

Professional Reading Specialist, K-12
Professional Counselor Certificate, K-12
Professional Secondary Teaching Certificate, History and English

Advanced Training:

- ◆ 2000 National SREB "High Schools That Work" Conference, Nashville, TN
- ◆ 1999 National Association for Tech-Prep Leadership Conference and Convention, Pittsburgh, PA
- ◆ 1999 National SREB "High Schools That Work" Conference, Atlanta, GA
- ◆ 1998 Graduate L.E.A.D. Program Ropes Challenge Course Tejas Council Camp Fire Girls and Boys
- ◆ 1997 State Bar of Texas Hatton Sumners Institute on the Founding Documents of American Government
- ◆ 1996 State Bar of Texas Law-Related Education
- ◆ 1995 David Bauer "Winning Federal, Foundation, and Corporate Grants" Workshop
- ◆ 1995 Southwest Baptist Theological Seminary, Basic Writer's Conference
- ◆ 1995 American Society for Training and Development "The Art and Science of Training—The Transfer of Learning"
- ◆ 1992 Baylor Institute for Technology in Education (B.I.T.E.)
- ◆ 1992 Baylor University Summer Teaching Institute Dr. Rosemarie Tong "Ethics in Academia"
- ◆ 1991 Licensed Professional Counselor Workshop
- ◆ 1991 William Glasser "Effective Schools"
- ◆ 1990 Baylor University "Developing Supplemental Instruction"
- ◆ 1990 David Johnson "Workshop on Cooperative Learning"
- ◆ 1987 Baylor University Scholarly Writing Seminar
- ◆ 1986 Summer Teaching Institute
- ◆ 1983 Rita Dunn "Learning Styles"
- ◆ 1982 ESC Region 12 Student-centered Writing Seminar

- ◆ 1981 Janet Cyzk Adult-Centered Reading Seminar

Professional Honors:

- ◆ 1998 NISOD (National Institute for Staff and Organizational Development) Teaching Excellence Award
- ◆ 1997-1998 Leadership Waco
- ◆ 1994 and 1995 Phi Kappa Chi Recognition for Outstanding Service to Baylor Students
- ◆ 1990 and 1991 Baylor Revival Steering Committee Favorite Professor
- ◆ 1989, 1990, and 1993 Tri Delta Favorite Professor
- ◆ 1993 *Who's Who in the South and Southwest*
- ◆ 1991 and 1993 Zeta Favorite Professor
- ◆ 1990, 1992, and 1995 Baylor Appreciation Program
- ◆ 1990 Sigma Kappa Favorite Professor
- ◆ 1986 and 1993 Volleyball Team "Outstanding Teacher in Education" Award
- ◆ 1985 (Baylor) and 1995 (Texas A&M) Kappa Delta Pi Honor Society in Education
- ◆ 1985 *Who's Who in American Colleges and Universities*
- ◆ 1983 *Most Prominent Educators of Texas*
- ◆ 1980-1981 Gamma Beta Phi Honor Society in Academics
- ◆ 1980-1981 Phi Alpha Theta Honor Society in History
- ◆ 1980-1981 Omicron Delta Kappa Honor Society in Academics
- ◆ 1980-1981 Mortar Board President
- ◆ 1980 and 1981 Dean's Distinguished List
- ◆ 1979 Dean's List
- ◆ 1979 Lorena Streich Scholarship
- ◆ 1979 Outstanding English Student
- ◆ 1979 Outstanding Service to Non-traditional Students Award from Student Government
- ◆ 1977, 1978, and 1979 Dean's Distinguished List

Administrative Assignments:

- ◆ To organize and direct regional Texas Counselors' Network Workshops
- ◆ To organize and direct regional Scantron Evaluation Training Workshop
- ◆ To create and present junior and senior high career awareness workshops
- ◆ To create and present professional development workshops
- ◆ To coordinate Academy 2000 at TSTC
- ◆ To create and present T.A.S.S.E.L. Program to juniors and seniors in region
- ◆ To coordinate and direct summer curriculum workshops
- ◆ To coordinate and direct Articulation Summits for Hill, McLennan, and Texas State Technical College
- ◆ To recruit, train, and supervise graduate assistants to teach in Basic Study Skills
- ◆ To direct Basic Study Skills program and integrate course within the broader needs in collaboration with Baylor University
- ◆ To supervise and evaluate preservice teachers during student teaching
- ◆ To serve as assistant advisement officer in School of Education

Teaching Assignments:

- ◆ Foundations of American Education (EDA 3344) a three-hour course designed for prospective teachers to examine historical, philosophical, and socio-economic phases of public education as well as current trends and future concerns based on national commissions and studies
- ◆ Social Studies in the Elementary Grades (EDC 4208) a two-hour course emphasizing integration of the historical, geographical, and civic content of the social studies
- ◆ Basic Study Skills (EDC 1100) a one-hour survey course designed to familiarize students with skills needed to succeed in college

- ◆ Reading Efficiency (EDC 1102) a one-hour developmental course designed to increase reading speed and comprehension to prepare students for graduate studies
- ◆ Introduction to Educational Psychology (EDP 3324 and 3325) a three-hour course devoted to the principles of educational psychology and learning psychology as applied to teaching
- ◆ Foundations of Reading (RDG 1306) a study of the developmental reading process as it applies to students in grades 6-12; an introduction to the various instructional approaches used in secondary reading programs
- ◆ Elementary Reading: Developmental Approaches (RDG 3301) a course in developmental reading for the primary and intermediate levels; required field experience is an integral component of the course; methodology emphasis placed on a diagnostic approach to reading instruction
- ◆ Elementary Reading: Written Discourse—Foundations for Reading (RDG 3302) parallels exist between the reading and writing processes; students investigate and experience the parallel stages through direct involvement and learn organizational strategies for implementing a reading-writing classroom
- ◆ Reading and Communication in the secondary School (RDG 3308) a three-hour course devoted to preparing preservice teachers for responsibilities in the areas of reading, speaking, writing, listening, and observing as they apply to various content fields
- ◆ Elementary Reading: Content Application (RDG 4301) a study of relationships between the reading process and content instruction; emphasis on diagnostic and instructional techniques for improving comprehension, vocabulary, and study skills in the content classroom
- ◆ Approaches to Reading Instruction (RDG 4315) a study of various approaches to the teaching of reading; materials and instructional practices compatible with these approaches are analyzed
- ◆ Developmental Reading (READ 0302) TASP preparation; focus on critical, literal, and analytical reading/thinking strategies
- ◆ Developmental Reading (READ 0301) focus on literal reading strategies

Professional Experience:

- ◆ 1998-2000 Curriculum Specialist Heart of Texas Tech-Prep Consortium
- ◆ 1996-1998 Adjunct Reading Instructor McLennan Community College
- ◆ 1995 Graduate Teaching Fellow Texas A&M University College of Education
- ◆ 1985-1996 Lecturer Baylor University School of Education
- ◆ 1984-1985 Graduate Teaching Fellow Baylor University School of Education
- ◆ 1983 Curriculum Writer and Teacher Heart of Texas Community Co-Op Night High School Credit Program
- ◆ 1981-1984 Teacher Language Arts H. P. Miles Middle School LaVega ISD
- ◆ 1972-1981 Community Volunteer
- ◆ 1970-1972 Administrative Assistant Curriculum Department Texas State Technical Institute
- ◆ 1966-1970 Administrative Assistant Purchasing Department Port Arthur ISD
- ◆ 1966 Representative Southwestern Bell Telephone Company
- ◆ 1965-1966 Associate Southwestern Bell Telephone Company

Professional Activities – Writing/Editing/Producing:

- ◆ 2000 Austin, B.; et al. (in press) *Ask for Me Tomorrow*.
- ◆ 1998 Burbaw, L. M. and Manning, L. Works progress administration and schools for America. *Social Education*.
- ◆ 1993-1998 Chair Committee to Develop Constitution and By-laws for Western Heights Baptist Church
- ◆ 1997 Manning, L.; et al. *God of the Second Chance*. Play available from Western Heights Baptist Church, Waco, TX 76710.
- ◆ Manning, C. and Manning, L. "Priceless Care", *Waco Tribune-Herald*, Waco, TX.
- ◆ 1991-1996 Invited Reviewer prospectuses and drafts of developmental reading texts

- ◆ 1990-1996 Manning, L. *Study Skills*, Chapter in *Welcome Week Handbook*, Baylor University publication.
- ◆ 1995 Manning, L. "Will it hurt quality of life", *Waco Tribune-Herald*, Waco, TX.
- ◆ 1994 Manning, L. "It Worked in Our Church", *The Baptist Standard*.
- ◆ 1994 Manning, L. Software Review "Kid Works 2," *Micro Missive Newsletter*, International Reading Association, Spring Issue, Vol. 10, No. 3.
- ◆ 1993-1996 Manning, L. (Ed.). *The Joy Book*, Western Heights Baptist Church.
- ◆ 1991 Manning, L. Bulletin Board, *ATPE Leader*, Nov. 1991, Vol. 11, No. 4.
- ◆ 1990 Reviewer of print and non-print materials for National Association of Developmental Education (*N.A.D.E. Newsletter*)
- ◆ 1990 Manning, L. "Handling Improper Responses", *Adult Leadership*, September, 1990.
- ◆ 1990 Manning, L. "Guidelines for Asking Questions", *Adult Leadership*, January, 1990.
- ◆ 1989-1990 Editor *PDK Newsletter*, Baylor University Chapter
- ◆ 1988-1990 Editor *Central Texas Alumni Chapter Mortar Board Newsletter*
- ◆ 1989 L. Manning, producer *Taking the Test* videotape
- ◆ 1988 Manning, L. Series of articles "Sixty Years Ago Today....," *The Calvary Baptist Church Tower*, Waco, TX
- ◆ 1979 Manning, L. "Ode to 401," *The Heather*, McLennan Community College, spring, 1979.
- ◆ 1978 Manning, L. "Woman Completes Creation," *The Highlander*, McLennan Community College, spring, 1978

Professional Activities – Presenting/Facilitating:

- ◆ 2000 Co-presenter NISOD Conference
- ◆ 2000 Co-presenter Texas Counseling Association
- ◆ 1999 Presenter "Project-Based Learning," Moody High School
- ◆ 199-2000 Presenter "Charting the Course," a multi-media presentation to schools in Heart of Texas Tech-Prep Consortium
- ◆ 1998 Presenter "Taking the TASP," Continuing Education at McLennan Community College
- ◆ 1997-1998 Facilitator, Texas Assessment of Skills Program, McLennan Community College
- ◆ 1994 and 1996 Presenter "Speed Reading," Continuing Education at Baylor University
- ◆ 1996 Facilitator, "Shtettl," PBS Conference at Baylor University
- ◆ 1995-1996 Facilitator, Jones Mentoring Conference, Baylor University and Waco ISD
- ◆ 1995 Facilitator, Heart of Texas Regional History Fair at Baylor University
- ◆ 1995 Evaluator Written Section Texas Academic Skills Program in Austin, TX
- ◆ 1995 Presenter, "Reading Efficiency," Texas Association for the Improvement of Reading Conference (TAIR) at Baylor University
- ◆ 1995 Presenter "College Connections" Conference at Baylor University
- ◆ 1995 Interviewer, Oral History Exit Interviews, Center for Oral History at Baylor University
- ◆ 1994 Presenter, "Preparing Future Citizens for a Global Community," Association for Teacher Education, Atlanta, GA
- ◆ 1994 Presenter, "Control Theory/Quality School Workshop" at Baylor University
- ◆ 1994 Facilitator Leadership Banquet for National Merit Finalists at Baylor University
- ◆ 1993 Contributor "Reflective Processes in Reading Education," Paper presented at Association of Teacher Educators, Los Angeles, CA
- ◆ 1993 Presenter "Study Skills" at Lorena ISD
- ◆ 1993 Presenter "When Your First-Year Teacher Yells help!" Texas Association of Baptist Schools
- ◆ 1993 Facilitator for Language-delayed children at St. Paul's Episcopal School
- ◆ Facilitator National Council for Accreditation of Teacher Education (NCATE) Retreat
- ◆ 1990 Presenter, "Warming the Cold" Baylor University
- ◆ 1990 Presenter "Reading the Grade" Welcome Week at Baylor University
- ◆ 1990 Presenter "Success in Our Chapter" Area 3-H Leadership Conference for Phi Delta Kappa in Bryan, TX

- ◆ 1990 "Study Skills for Parents" at First Presbyterian Church
- ◆ 1989 Presenter "Making the Grade" Springfest '89. One of eleven city-wide seminars designed to bring new ideas to everyday living in Waco, TX
- ◆ Presenter, "Study Skills in 3-D" College Reading and Learning Association, Seattle, Washington
- ◆ 1988 Presenter "Preparation for NCLEX-RN" Seminary at School of Nursing in Dallas, Tx
- ◆ 1988 Presenter "1984 Has Come and Gone: Think for Yourself!" Texas Association of Developmental Education Conference in El Paso, TX
- ◆ 1987 Presenter "Administering a Study Skills Program—Ideas for Tomorrow" Texas Association for Developmental Education and Western College Reading and Learning Association in Austin, TX
- ◆ 1987 Presenter "Study Skills: Getting Students Motivated in the Right Direction" Center for Christian Education State Workshop in Waco, TX
- ◆ 1987 Presenter, "Snow White and the Seven Basic Study Skills" at Midway ISD
- ◆ 1987 Presenter "Overview of Study Skills Program"
- ◆ 1987 Presenter "Bridging the Gap: Integrating Study Skills in the Content Area Classroom" Advanced Academic Training Workshop at Baylor University
- ◆ 1986 Presenter/Facilitator "Listen my Children and You Shall hear: A Collection of Ideas for Developing Listening Skills" for Galveston ISD
- ◆ 1986 Presenter/Facilitator "Teaching Study Skills to Promote Student Achievement in Content Subjects for Galveston ISD
- ◆ 1986 Presenter "Using the Four Levels of Questions" for Faculty Retreat
- ◆ 1986 Presenter "How to Improve Your Memory" for Baylor University
- ◆ 1986 Presenter "Test-taking Strategies for the ExCET" Baylor University School of Education preservice teachers
- ◆ 1986 Presenter "How to Get Control of Your Time" Vocational Home Economics Teachers Association
- ◆ 1985 Presenter "How to Take Tests—American Style" for International Student Association
- ◆ 1985 Presenter "Preparation for College" Workshop at Methodist Home
- ◆ 1985 Presenter "Study Skills and HB 72" for Camp Fire Girls Organization

Professional/Volunteer Activities – Leading:

- ◆ 1998-2000 Regional Scantron Initiative for Heart of Texas Tech-Prep Consortium
- ◆ 1996-2000 Heart of Texas Regional History Fair
- ◆ 1998-2000 KCEN-TV Advisory Council
- ◆ 1998 20th Annual Waco River Run for Storybook Christmas
- ◆ 1998 Marines Toys for Tots Run
- ◆ 1996-97 Curriculum Committee Developmental Studies at McLennan Community College
- ◆ 1996 Center for Oral History Oversight Committee at Baylor University
- ◆ 1995-1996 Publications Committee School of Education at Baylor University
- ◆ 1993-1994 Policy Committee School of Education at Baylor University
- ◆ 1991-1993 Faculty Social Committee School of Education Baylor University
- ◆ 1991-1992 Special Programs Director for Phi Delta Kappa Baylor University Chapter
- ◆ 1991 Sponsor Texas Association of Future Educators at Baylor University
- ◆ 1987 and 1990 Faculty Development Committee at Baylor University
- ◆ 1988-1990 President of Phi Delta Kappa Baylor University Chapter
- ◆ 1988-1990 President Central Texas Mortar Board Alumni Association
- ◆ 1990-1991 Reading Folio Committee (NCATE) Baylor University
- ◆ 1990-1991 Category III Students Committee (NCATE) Baylor University
- ◆ 1990 Student Retention Committee Baylor University
- ◆ 1990 Installation of New Officers for 1990-1991 Phi Delta Kappa Baylor University Chapter
- ◆ 1986-1990 Student Preparation for ExCET Committee at Baylor University
- ◆ 1987 University Committee to Review Academic Probation and Suspension at Baylor University

- ◆ 1984 Textbook Adoption Committee for LaVega ISD
- ◆ 1981-1984 Director UIL district and invitational meets for LaVega ISD
- ◆ 1981-1984 Judge UIL district and invitational meets
- ◆ 1981-1984 Sponsor H. P. Miles School Newspaper *The Pirate* LaVega ISD
- ◆ 1981-1984 Sponsor National Junior Honor Society for LaVega ISD
- ◆ 1981-1984 Sponsor Drama Club for LaVega ISD
- ◆ 1984 President Association of Texas Professional Educators LaVega ISD
- ◆ 1982 Volunteer Veterans' Hospital

Grant Writing Experience:

- ◆ 1998-2000 \$2,000 Supplemental grants for regional Texas Counselors' Network Workshops
- ◆ 1996 \$8,000 for Writing Pals Connection between preservice teachers and fifth graders
- ◆ 1993-1995 \$15,000 Proposal for Ben Williams Scholarship for advanced study
- ◆ 1993-1995 \$6,300 Proposal to Baptist General Convention of Texas for advanced study
- ◆ 1990-1993 \$1,500 Proposal to Phi Delta Kappa for Little Red School House in Bill and Vara Daniel Historic Village
- ◆ 1992 \$800 Faculty Development grant proposal for Reality Therapy/Quality School Seminar
- ◆ 1991 \$100 Faculty Development grant proposal to attend Control Theory/Quality School Workshop with William Glasser
- ◆ 1988 \$100,000 JTPA proposal for equipment and software for three school districts
- ◆ 1987 \$2,500 proposal for development of study skills materials
- ◆ 1982 \$2,500 proposal for scholarly writing workshop

Professional and Honorary Organizations:

- ◆ Association for Supervision and Curriculum Development (ASCD)
- ◆ International Reading Association (IRA)
- ◆ American Society for Training and Development (ASTD)
- ◆ National Council of Teachers of English (NCTE)
- ◆ Texas Oral History Association (TOHA)
- ◆ Texas Association of Career and Technology Educators (TACTE)
- ◆ Texas Community College Teachers Association (TCCTA)
- ◆ Mortar Board
- ◆ Phi Delta Kappa
- ◆ Omicron Delta Kappa
- ◆ Kappa Delta Pi

Lorita G. Manning
2509 Gary Lane
Waco, TX 76708

RESPONSIBILITIES COVERING SIX COUNTIES (Bosque, Falls, Freestone, Hill, Limestone, McLennan):

Articulation Agreements
Articulation Summits
Career Awareness Workshops
Curriculum Summer Workshops
In-service Presentations on Project-Based Learning and Using Constructivism in Teaching Math and Science
Scantron Initiative
Technical Academic Student Scholar Excelling in Learning (TASSEL) Program
Texas Counselors' Network Workshops

EDUCATION:

Ph.D. (in progress), Texas A&M University (Research Areas: Language, Literacy, & Culture)
Post-Masters Work in Reading, Tarleton State University
M.S. Ed., Baylor University (Fields: Educational Psychology/Counseling)
B.S. Ed. Cum laude, Baylor University (Teaching Fields: English/History)
A.A. with High Honors, McLennan Community College

PROFESSIONAL HONORS (Recent):

NISOD Teacher Excellence Award, 1998
Leadership Waco, 1997-1998
State Bar of Texas Curriculum Cohort, 1996

COMMUNITY ACTIVITIES (Present):

KCTF Advisory Council
Leadership Waco Board
Servant Leadership School
Heart of Texas Regional History Fair Board
Bosqueville-Green Acres Water Board

PROFESSIONAL EXPERIENCE:

- Presenter for international, national, and state conferences--NADE, NISOD, TADE, TCA, TAIR
- Presenter, Professional Development
- Curriculum Specialist, Heart of Texas Tech-Prep Consortium (1998 - present)
- Instructor, McLennan Community College (1996-98) Primary responsibility: Curriculum Developer/Instructor, Developmental Reading, Literal and Analytical Courses
- Lecturer, Baylor University (1985-96) Primary responsibilities: Curriculum Developer/Lecturer, reading for elementary and secondary teachers, social studies for elementary teachers, writing for elementary teachers; Supervisor, preservice teachers; Director, Basic Study Skills program; Assistant Certification Officer, School of Education
- Graduate Teaching Fellow, Texas A&M University (1995) Primary responsibility: Curriculum Developer/ Instructor reading for secondary teachers
- Language Arts Teacher, LaVega ISD (1981-83) Primary responsibilities: Curriculum Developer/Teacher, sixth and eighth grade Language Arts; Sponsor, UIL Ready Writing and Poetry, Junior Honor Society, and school newspaper
- English Teacher, Waco ISD (1982-83) Primary responsibilities: Teacher and Curriculum Writer, Night High School Credit classes in American Literature, English Literature, Grammar, American History, and Reading Improvement

GRADE XIII

I. POSITION: Waco Charter School Director

II. MINIMUM STANDARDS:

The Director of the Waco Charter School should have a Master's Degree in Educational Administration Supervision from an accredited college or university with at least 5 years administrative experience in educational administration. Should have exceptional communication, public relations, and interpersonal skills; must have demonstrated proficiency in working effectively with a variety of educational concerns and situation. Must have five years of leadership experience in Educational Administration.

III. DUTIES:

1. Responsible for organizing, coordinating, supervising and evaluating the total program of the Charter School in accordance with the funded proposal, Board policy, and statutes and standards of the Texas Education Agency. Responsible to the Executive Director for the effective execution of the Waco Charter School.
2. Responsible for the supervision of the Waco Charter School staff, students and programs.
3. Develop a quality charter school through the recruitment, selection, training, evaluation and coordination of faculty and staff.
4. Establish, model, and communicate a positive school climate that provides for effective learning and academic excellence.
5. Serve as instructional leader of the Waco Charter School and is responsible for the effective coordination of an instructional program that results in student success.
6. Implement an effective student management system that results in positive student behavior which increases opportunity for learning.
7. Monitor student attendance and student progress.
8. Conduct follow-up on student absenteeism and home visits.

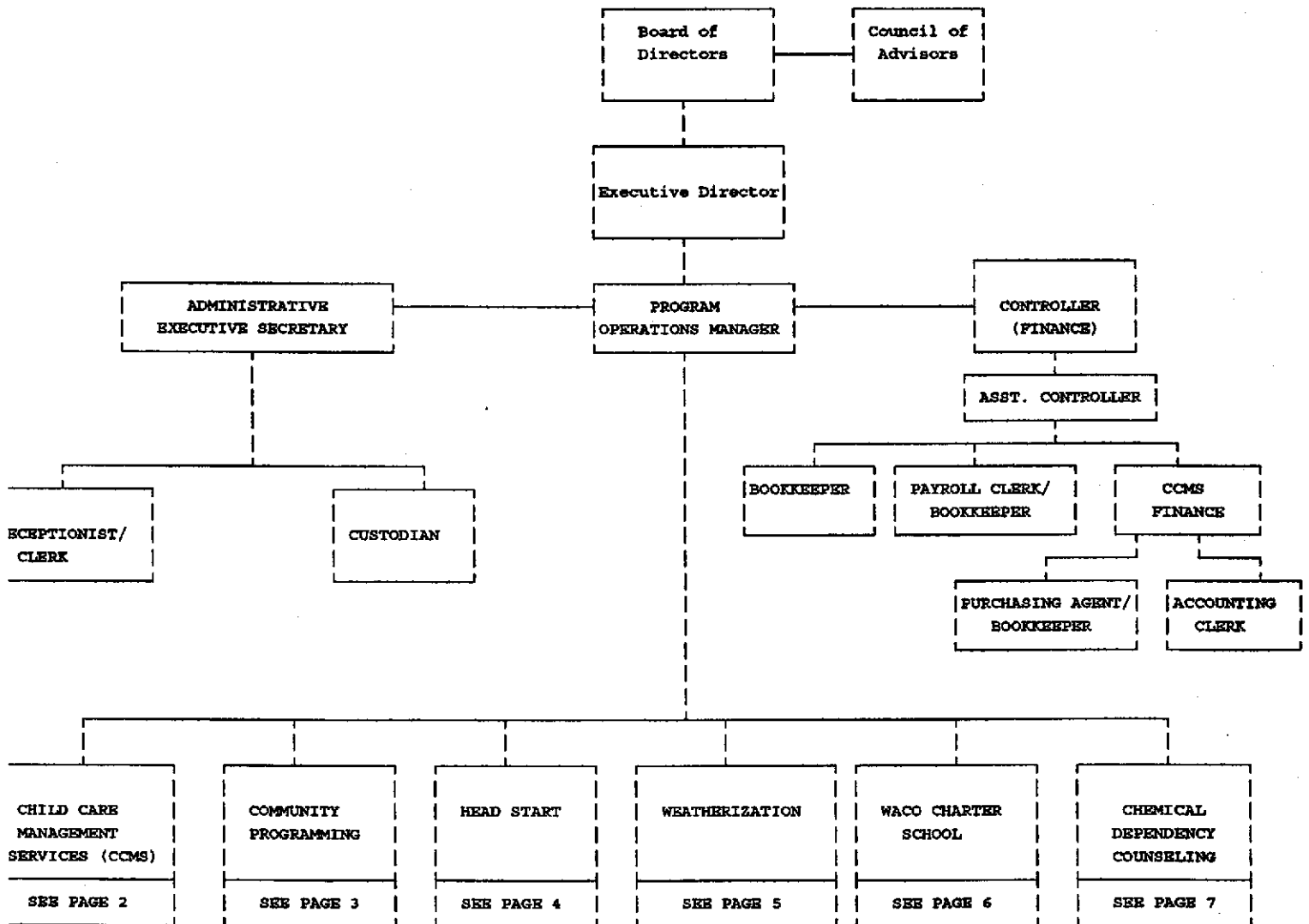
WACO CHARTER SCHOOL DIRECTOR
Page 2

9. Promote a positive teaching and learning environment to develop a successful team of staff, students, and parents.
10. Conduct program, staff, and student evaluations.
11. Submit required reports, prepares request for funds and administer funds in accordance with established procedures of funding source and Administration.
12. Promote effective communication and collaboration with parents, media, and the community to articulate the goals, objectives, and mission of the Waco Charter school.
13. Develop and implement an effective professional growth and development program for all staff.
14. Assure compliance.
15. Provide training on organization, procedures, instructional programs, student matters, personnel, school plant, and other functions of the charter school.
16. Provide training on policies to the staff and community and implement them accordingly.
17. Follow agency guidelines on disciplinary procedures..
18. Serve as custodian of all school/student records.
19. Serves as ex-officio officer on all committees.
20. Work with all committees, advisory council.
21. Keep Executive Director informed on Charter School activities.
22. Select, assign, evaluate, and/or terminate Waco charter school personnel in accordance with their duties, responsibilities, and charter school needs within the guidelines of the Board policies.
23. Perform other duties as assigned by supervisor.

IV. IMMEDIATE SUPERVISOR: Executive Director

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

ORGANIZATIONAL CHART



GRADE: (Salary set by Board action)

I. POSITION: Executive Director

II. MINIMUM STANDARDS:

The Executive Director should be a strong, creative administrator with public relations ability. Should have an understanding of and commitment to the goals of the Economic Opportunities Advancement Corporation and have the ability to articulate and implement those goals. Should be able to attract high level staff who must be equally committed to the program. Should be able to deal with local, state, and federal officials, while at the same time, maintaining the trust and confidence of the target area residents.

The Executive Director should hold a Master's Degree or its equivalent in experience in public administration, social work, community organization, or a related field. Should have at least five years work experience, preferably in an administrative capacity in community action or community action type programs of the scope and complexity of EOAC programs.

It is recognized that the above standards are statements of desirable qualifications to serve as a guide in the selection of personnel, but in the actual selection of the Executive Director the Board of Directors has the final responsibility with full authority to waive or amend the above minimum standards in making its decision.

III. DUTIES:

1. Develops and maintains the general administrative structure for the Economic Opportunities Advancement Corporation.
2. Serves as chief administrative officer for the Community Action Agency Administration Program.
3. Gives administrative supervision/guidance to key staff in the performance of their duties.
4. Serves as chief liaison officer with other agencies, including local, state and federal.
5. Provides leadership for continued program growth and evaluation.

EXECUTIVE DIRECTOR

Page 2

6. Assumes total responsibility to the Economic Opportunities Advancement Corporation's Board of Directors for the fiscal and programmatic conduct of the agency's programs and for staff performance.
7. Assists and makes recommendations to the Economic Opportunities Advancement Corporation's Board of Directors for corporation policies, staff recruitment and replacement.

GRADE X

I. POSITION: Administrative Assistant

II. MINIMUM STANDARDS:

Should have at least two years of college which includes administrative procedures. Advanced secretarial training is desired. Should be able to accurately type a minimum of 80 WPM and use all office machines. Should have extensive experience in general office and administrative fields. Should have good working knowledge of English, spelling, punctuation, office practices and administrative procedures. Must establish and maintain effective working relations with employees and administrators. Must be able to work with no supervision.

III. DUTIES:

- (1) Performs technical and administrative work with the Executive Director and Program Directors/Coordinators.
- (2) Works closely with the Board President and Chairpersons of Committees of the Board.
- (3) Works closely with Programs Directors/Coordinators in implementation of their programs as may be required.
- (4) Maintains Personnel files and keeps diary of all required personnel actions. Prepares routine personnel actions prior to forwarding to Program Directors/Coordinators for final execution and signature.
- (5) Attends all Board meetings; takes and transcribes Minutes of meetings.
- (6) Maintains a suspense file to see that deadlines are met.
- (7) Maintains a diary of Board attendance and tenure of Board members.
- (8) Maintains Administrative files relating to grants, contracts, work programs, budgets and audits.
- (9) Organizes and maintains records pertaining to internal Administrative functions and procedures.

ADMINISTRATIVE ASSISTANT

Page 2

- (10) Distributes all incoming mail and answers routine correspondence.
- (11) Documents all incoming money and distributes to Finance Department.
- (12) Works with Banquet Committee in the preparation of the EOAC Annual Banquet.
- (13) Supervises Secretarial Pool.
- (14) Schedules appointments for the Executive Director and keeps him/her advised of calendar of events.
- (15) Prepares minutes, Board packets, set up, and information for various committee meetings.
- (16) Performs other assignments as required by the Executive Director.

IV. IMMEDIATE SUPERVISOR: Executive Director

GRADE XIII

I. POSITION: Waco Charter School Director

II. MINIMUM STANDARDS:

The Director of the Waco Charter School should have a Master's Degree in Educational Administration Supervision from an accredited college or university with at least 5 years administrative experience in educational administration. Should have exceptional communication, public relations, and interpersonal skills; must have demonstrated proficiency in working effectively with a variety of educational concerns and situation. Must have five years of leadership experience in Educational Administration.

III. DUTIES:

1. Responsible for organizing, coordinating, supervising and evaluating the total program of the Charter School in accordance with the funded proposal, Board policy, and statutes and standards of the Texas Education Agency. Responsible to the Executive Director for the effective execution of the Waco Charter School.
2. Responsible for the supervision of the Waco Charter School staff, students and programs.
3. Develop a quality charter school through the recruitment, selection, training, evaluation and coordination of faculty and staff.
4. Establish, model, and communicate a positive school climate that provides for effective learning and academic excellence.
5. Serve as instructional leader of the Waco Charter School and is responsible for the effective coordination of an instructional program that results in student success.
6. Implement an effective student management system that results in positive student behavior which increases opportunity for learning.
7. Monitor student attendance and student progress.
8. Conduct follow-up on student absenteeism and home visits.

WACO CHARTER SCHOOL DIRECTOR
Page 2

9. Promote a positive teaching and learning environment to develop a successful team of staff, students, and parents.
10. Conduct program, staff, and student evaluations.
11. Submit required reports, prepares request for funds and administer funds in accordance with established procedures of funding source and Administration.
12. Promote effective communication and collaboration with parents, media, and the community to articulate the goals, objectives, and mission of the Waco Charter school.
13. Develop and implement an effective professional growth and development program for all staff.
14. Assure compliance.
15. Provide training on organization, procedures, instructional programs, student matters, personnel, school plant, and other functions of the charter school.
16. Provide training on policies to the staff and community and implement them accordingly.
17. Follow agency guidelines on disciplinary procedures..
18. Serve as custodian of all school/student records.
19. Serves as ex-officio officer on all committees.
20. Work with all committees, advisory council.
21. Keep Executive Director informed on Charter School activities.
22. Select, assign, evaluate, and/or terminate Waco charter school personnel in accordance with their duties, responsibilities, and charter school needs within the guidelines of the Board policies.
23. Perform other duties as assigned by supervisor.

IV. IMMEDIATE SUPERVISOR: Executive Director

GRADE XIII

I. POSITION: Controller

II. MINIMUM STANDARDS:

The Controller should have a Bachelor of Business Administration Degree with a minimum of 27 hours in accounting or its equivalent. Should have at least two years experience in accounting work of a professional level at which there was responsibility for decision making and supervising staff.

III. DUTIES:

- (1) Maintains adequate control over all funds received and expended by the Corporation in accordance with requirements of funding sources.
- (2) Provides direction and supervision of the staff of EOAC's Finance department.
- (3) Provides assistance to Program Directors/Coordinators in budget preparation and in the preparation of funding requests for programs of the agency.
- (4) Monitors budgeted versus actual expenditures in all books of account. Makes periodic audits of internal controls and books.
- (5) Recommends adoption of internal reports deemed necessary and prepares such budgetary reports as are required by management for adequate planning and execution of the operation of the Corporation.
- (6) Prepares monthly financial reports for Board of Directors and Program Directors/Coordinators.
- (7) Prepares all monthly and quarterly financial reports for all funding sources.
- (8) Maintains files of all contracts, leases, insurance policies, bonds and related documents.
- (9) Cooperates with independent auditors in performing required program audits.
- (10) Performs other duties as assigned by the Executive Director.

IV. IMMEDIATE SUPERVISOR: Executive Director

GRADE VIII

I. POSITION: Purchasing Agent/Bookkeeper

II. MINIMUM STANDARDS:

The Purchasing Agent/Bookkeeper should have a high school education and at least two (2) bookkeeping courses at a recognized institution of learning and at least two (2) years experience in keeping books (opening and closing books of accounts, handling details of financial records such as withholding tax computation, insurance, quarterly returns, financial statements, etc.) Should demonstrate proficiency in the use of adding and calculating machines. Should be able to work and communicate effectively with others and to organize an efficient daily workload.

III. DUTIES:

- (1) Maintains the general ledger and all books of original entry.
- (2) Reconciles payroll and operating bank accounts monthly.
- (3) Prepares monthly general ledger trial balance.
- (4) Assists in the preparation of program income and financial reports.
- (5) Arranges in-kind information for recording and computes in-kind contributions for each program account.
- (6) Maintains payroll journal and tax ledger.
- (7) Prepares quarterly tax returns.
- (8) Assists payroll clerk with payroll bi-weekly and computes Workman's Compensation monthly.
- (9) Checks coding on all check stubs before posting.
- (10) Assists in insurance payments monthly.
- (11) Assists Controller in writing transfer checks for payroll account.
- (12) Maintains the property inventory and record of location of all Corporation property.
- (13) Types letters, reports, etc.

Purchasing Agent/Bookkeeper
Page 2

- (14) Assists Controller with all reports to funding sources.
- (15) Assists in converting all manual books to Computer Accounting System.
- (16) Performs other duties as directed by the Controller.

IV. IMMEDIATE SUPERVISOR: Controller

Grade VI

I. POSITION: Charter School Executive Secretary

II. MINIMUM STANDARDS:

High school diploma with advanced secretarial training desired. Two years of college with experience in working in a public education setting preferred. Ability to accurately type a minimum of 80 wpm and use all office machines. Must have a valid Texas Driver's License and be insurable.

SPECIAL KNOWLEDGE/SKILLS:

- (1) Good oral and written communication skills. Excellent computer skills with knowledge of the use of spreadsheet data base and statistical analysis applications.
- (2) Excellent organizational and interpersonal skills.
- (3) Task oriented.
- (4) Experience in evaluation and data analysis.

III. DUTIES:

- (1) Types letters, reports, etc.
- (2) Initiates correspondence of a routine nature for submission to supervisor for signature.
- (3) Edits completed work for content, grammar, spelling, punctuation, and format.
- (4) Screens incoming telephone calls for supervisor, takes and relays messages.
- (5) Makes appointments for program staff and makes travel arrangements as necessary.
- (6) Maintains correspondence files pertaining to Charter School.
- (7) Maintains suspense file and reminder system for insuring that deadlines are met.
- (8) Assists staff in program compliance.

CHARTER SCHOOL EXECUTIVE SECRETARY

Page 2

- (9) Attends all Council and Committee meetings to take and transcribe minutes.
- (10) Maintains a record of meeting attendance and tenure of Council and Committee Members required by school policies.
- (11) Performs routine and advanced office procedures.
- (12) Organizes and maintain records pertaining to internal Administrative functions and procedures as assigned.
- (13) Prepares purchase requisitions and purchase orders as requested.
- (14) Assists in arranging for purchase of supplies, repairs, and equipment for the program as requested.
- (15) Distributes incoming mail and receives and distributes supplies as directed.
- (16) Periodically inventories office supplies and equipment.
- (17) Assists Operations Manager and Finance Director in maintaining inventory of property, equipment and supplies for EOAC.
- (18) Maintains strict confidentiality of records as required by law.

IV. IMMEDIATE SUPERVISOR: Charter School Director

* **EQUIPMENT USED:** Office equipment including Macintosh and/or IBM Compatible Computer.

Grade X

I. POSITION: Waco Charter School Teacher

II. MINIMUM STANDARDS:

Must have a Bachelor's degree from an accredited college or university, valid Texas Teaching certificate with required endorsements for subject/level assigned. Should have knowledge of subjects assigned and knowledge of curriculum and instruction. Should have at least two years of teaching or professional experience.

III. DUTIES:

1. To provide students with appropriate learning activities and experiences designed to develop their full potential intellectually, emotionally, physically and socially.
2. To assist in the pre and post assessment of students.
3. To develop an Individualized Educational Workplan for each student documenting the students strengths and weaknesses as identified through assessment and evaluation.
4. To facilitate student learning by providing instruction to match the student's learning styles with as much variety, creativity, preparation, and enthusiasm as possible.
5. To create a classroom environment and manage the class in such a way that the most desirable learning atmosphere is achieved and maintained.
6. To maintain the classroom and other physical equipment in a clean, orderly, and attractive fashion.
7. To prepare and turn in lesson plans each Monday morning for the week. These plans should include objectives, tests, and materials to be covered. They will be checked by the School Director.
8. To keep parents/guardians informed of their student's progress by conferences, phone calls, notes, progress reports, or report card comments. No student should fail without the parent's or guardian's prior knowledge of impending failure.

WACO CHARTER SCHOOL TEACHER

Page 2

9. To maintain a complete record of the quality of a student's work in the class.
10. To recommend student's for tutoring and/or extra classes assignments.
11. To plan and execute class sponsored assembly programs.
12. To report to the office all absentees and all tardy students in the class.
13. To document the progress or lack of progress on each student in their respective classes.
14. To provide six-week progress reports for each student enrolled in their respective class.
15. To assign pertinent homework assignments based on students' needs and grade all homework assignments turned in.
16. To prepare and send home for parent/guardian's signature at the end of each month, all home work assignments, in class assignments and test results.
17. To report to the office any observed infractions of the dress code.
18. To use acceptable communications skills to present information accurately and clearly.
19. To assist in the development of the curriculum, selection of textbooks, and other instructional materials.
20. To participate in staff development, training programs, staff meetings, and school sponsored activities, except as otherwise agreed upon with the School Director.
21. To maintain a positive and concerned attitude toward academic direction and progress of students, and the goals, objectives and mission of the Waco Charter School.
22. To perform other routine tasks as required by the Charter school administration.

23. To maintain a professional relationship with all students, staff, parents, and community members.
24. To establish and maintain open lines of communication with students, parents, and other staff persons.
25. To present for students a positive role model that supports the goals, objectives, and mission of the Waco Charter School.
26. To notify the school Director as early as possible of an inability to be at school and to provide detailed instructions for a substitute teacher.
27. To comply with all Charter School, TEA and Governing Board rules, regulations, and policies.
28. To assume responsibility for compiling, maintaining and filing all reports, records, and other required documents.
29. Knowledge of audio visual equipment, and other standard office equipment.

IV. PHYSICAL DEMANDS:

Must be able to interact with all students individually and in group settings. Job entails sitting, walking, bending, climbing stairs, standing constantly throughout the day, as appropriate. Light lifting, mostly up to 15 pounds, occasional moderate and heaving lifting.

V. SUPERVISOR: WACO CHARTER SCHOOL DIRECTOR

Special Education Teacher of Record

Minimum Requirements:

The Special Education Teacher of Record must hold a Bachelor's Degree in education and/or a related field. Additionally, the individual must hold a certification in Special Education.

Duties and Responsibilities in Addition to Regular Classroom Duties:

- Must be present at all pre-assessment, annual and end of year Admission/Review/Dismissal Committee Meetings
- Must aid in the formulation of Individual Educational Plans for all students enrolled in Special Education.
- Must aid in the completion of all Special Education report cards.
- Must attend all required Special Education trainings and conferences as mandated by the state and federal government
- Will provide counsel to general education teachers with respect to Special Education.
- Will be responsible for other duties as assigned.

Supervisor

EOAC Waco Charter School Director

Salary

\$3000.00 Stipend

GRADE II

I. POSITION: Teacher Aide (non-CDA certified)

II. MINIMUM STANDARDS:

The Teacher Aide should possess a High School diploma/GED. Should possess some form of Child Care training, formal or informal. Should be able to work with the Teacher and children and must have the physical strength to work with the children energetically. Should possess the same qualities they hope to instill in the children by being curious, creative, and be able to communicate easily, speak clearly and choose words wisely. Should continue their education.

III. DUTIES:

- (1) Work under the direct supervision of the Teacher, being able to accept assignments and follow directions.
- (2) Assists in conducting daily health inspection.
- (3) Assists with classroom activities, such as story telling, music activities, games, playground supervision and serving of meals.
- (4) Assists in the arrangement of furniture, supplies and materials for classroom activities and in systematic housekeeping outlines made necessary by center/classroom routines.
- (5) Accept the responsibility for the children under their care during the absence of the Teacher.
- (6) Assumes responsibility for the equipment and materials in the classroom in the absence of the Teacher.
- (7) Performs other duties as assigned by the supervisor.

IV. IMMEDIATE SUPERVISOR: Teacher

GRADE I

I. POSITION: Custodian

II. MINIMUM STANDARDS:

The Custodian should be capable of learning the necessary skills for good building maintenance. The Custodian should be an individual with physical conditions adequate to meet the requirements of building maintenance. Should have an acceptable work history and demonstrate a desire to work.

III. DUTIES:

1. Performs general cleaning and maintenance duties.
2. Does minor repairs (changing lightbulbs, etc.)
3. Assumes the responsibility for security of all materials and property in the building or buildings assigned.
4. Assumes housekeeping duties which includes vacuuming, mopping, disinfecting as needed and cleaning of bathrooms daily.
5. Empty trash receptacles daily.
6. Keeps kitchen areas clean daily.
7. Responsible for reporting any building malfunctions to the Immediate Supervisor.
8. Any other duties as assigned.

IV. IMMEDIATE SUPERVISOR: Administrative Executive Secretary

EOAC WACO CHARTER SCHOOL



STUDENT-PARENT HANDBOOK

2000-2001

**EOAC Waco Charter School
2000 - 2001 Handbook
And
Code of Conduct**

PLEASE NOTE NEW POLICIES:

- The school day begins at 7:45 a.m. and ends at 2:45 p.m.
- Parent/Guardian must sign in and sign out the child from the School Office. Enter Charter School parking lot from North 25th Street. Do not park in Central Paint Company's parking area.
- After-School Tutoring is scheduled from 2:45-5:30 p.m. only.
- After-School Arts Institute begins September 4, 2000, and runs from 5:00-7:00 p.m. only.
- The school must have signed authority to release the child into any person's custody other than the parent or guardian. If the person picking up the child is not listed on the release sheet, the child will NOT be released. Identification will be required for release of any child.
- Students may not be picked up early without a pre-negotiated, written note from the parent/guardian. Repeated violations may be reported to the court system.
- Breakfast begins promptly at 7:00 and ends at 7:30 a.m.
- Any child not claimed by 5:30 p.m. will be referred to Child Protective Services.
- Failure to abide by the new policies may be grounds for expulsion.

Welcome to the 2000-2001 school year! This year will be an exciting one as you participate in a "Different Kind of Public Education."

While most people understand what is appropriate in the school environment, the following policies and procedures are stated to clarify aspects of being a part of the EOAC Waco Charter School with the goal that students will experience satisfaction and success. The following policies and procedures are offered alongside the EOAC policies and procedures. Where conflicts between the two documents may arise, EOAC policies and procedures will govern.

The EOAC Waco Charter School is committed to providing a quality academic education for each child. The curriculum is designed to give students the tools, resources, and encouragement necessary to succeed in life.

Educating children is the most important task in society. Failure is not an option; every child will perform and succeed.

Mission Statement

The mission of the EOAC Waco Charter School is to provide a quality education for every student enrolled in the school. The curriculum is designed for students to have the tools, resources, positive reinforcement, and encouragement needed to succeed in an environment of excellent academic standards and high expectations.

The educational program at each grade level will be tailored to meet the needs of the student through a balanced curriculum emphasizing Core Knowledge, direct instruction, as well as student-centered instruction, including English as a Second Language education as appropriate.

Parents, students, and educators will be held to high social and academic standards, demonstrating to the community that the EOAC Waco Charter School is an educational institution that takes the task of educating children seriously

Statement of Non-Discrimination Policy

The EOAC Waco Charter School does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. The Executive Director has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act of 1973, as amended.

Academic Dishonesty

Academic dishonesty can be defined as cheating or copying the work of other individuals, plagiarism, as well as unauthorized communication between students during an examination. Documented instances of academic dishonesty will be reviewed by the Student Assistance Team, which will recommend action to the Director.

Accelerated Reader

The program will be mandatory, not optional. Research shows a significant link between Accelerated Reader and student performance and achievement. Teachers will set yearly, semester, and weekly goals.

Accountability

Waco Charter School accountability measures are clearly outlined in the charter application: 90% passage on all sections of Texas Assessment of Academic Skills (TAAS) in all grades, academic growth at least one year on Iowa Test of Basic Skills (ITBS), and 90% student, faculty, and staff attendance.

Teachers will administer the TAAS in the spring of each academic year. Teachers will conference with parents/guardians following receipt of TAAS scores. Teachers should always be ready to suggest ideas or share materials

so that parents/guardians can be a part of the team helping students be successful. During conference with the parent/guardian of a student who did not pass a section of the TAAS, teachers will present the parent/guardian with a TAAS study booklet and encourage parent/guardian to work with the child during summer months. If a parent does not keep the appointment, write a note, attached to the booklet, home.

Teachers will administer the ITBS in the fall and spring of each academic year. Teachers will conference with parents/guardians following receipt of ITBS scores and will formulate each student's IEP based on ITBS results.

After-School Tutoring Program

An After-School Tutoring Program will run from 2:45-5:30 p.m. each school day. Part-time trained tutors will facilitate the curriculum. Students will receive tutoring in Texas Assessment of Knowledge and Skills (TAAS) concepts using the Reading Roundtable Curriculum. The curriculum occurs in a language-rich environment of reading language arts, which includes art, drama, listening, reading, speaking, and writing. Students earn rewards for recognized completion of each TAAS standard. Parents MUST pick up their children by 5:30 each day.

After-School Arts Institute

DUE TO PROJECT FUNDING, THE AFTER-SCHOOL ARTS INSTITUTE WILL BEGIN MONDAY, SEPTEMBER 4, 2000. Basic Computer Instruction, Martial Arts, Photography, and Basic Piano will be offered. The Institute is NOT a time of child care; it is a time of instruction. As such the same expectations that the Charter School holds for the academic time of 8:00 a.m. through 2:45 p.m. are held for the time of the Arts Institute.

- Parents MUST sign-up students for the classes they wish their children to take.
- Parents must claim their children by signing them out at the close of each Arts Institute day.
- Children MUST remain in the classes in order to stay at the school after 5:30 p.m. If students are not under the supervised care of an After-School Arts Institute instructor, parents will be called to pick up their children.
- Children MUST maintain a 90% or better attendance in the After-School Arts Institute to remain in the program.
- Children MUST obey the Student Code of Conduct to remain in the Arts Institute.

Assembly Programs

Students are required to arrive on time for the assembly and conduct themselves in an orderly manner, just as they are expected to behave in a classroom. Disciplinary action may include removal from the assembly.

Student Attendance

Students between the ages of 6 and 18 are required to attend school. School employees must investigate and report violations of this law. According to TEC 25.095, a school must notify a student's parent in writing if, in a six-month period, the student has been absent without an excuse five times for any part of the day. If the student is absent without an excuse for 10 or more days or parts of days in a six-month period 1) the student's parent is subject to prosecution under TEC Section 25.093; and the student is subject to prosecution under TEC Section 25.094.

To be promoted students must be in attendance for at least 90% of the days the class the class is offered.

Absences: All absent students must bring a parent/guardian's written excuse or health care professional's note upon return to school. The student will present the note to the teacher. The notes will be maintained in the office for audit purposes. The State Average Daily Attendance (ADA) mandate is that a student who is absent after 9:30 a.m. is considered absent for the entire day unless the student returns to the school following a medical appointment that day. The same mandate applies when the student is present until 9:30 a.m.—Students are considered present for the entire day. **Students must attend 27 of the 30 school days in each grading period to be in compliance with the 90% statement in the school's charter. Therefore, students have only 3 days available for illness or emergency during each grading period.**

Tardies: Students will be counted tardy if they arrive **after 8:15 a.m.** No student will be allowed into the classroom after 8:15 a.m. without a tardy slip unless addressed by the Director's announcement (example: bad weather). Three tardies will equal an absence. Children with excessive tardies and/or absences will be referred to the court system.

NOTE: All attendance (absences and tardies) shall be reported on the students' report cards.

Attendance Appeals Committee

An Attendance Appeals Committee shall be comprised of the EOAC Executive Director, two Board Members, and two parents. The Committee shall convene as necessary to determine if promotion should be granted to students who have not met the 90% attendance requirement.

A student and the student's parent or guardian shall be given notice prior to and upon a student's attendance dropping below 95% in any class, and a parent conference shall be scheduled. If the parent or guardian cannot be reached, a certified letter shall be sent.

The Attendance Committee shall hear all cases where at mid-term a student's

attendance falls below the requirement, and a petition by the student or student's parent or legal guardian has been filed. The petition must be filed before the final grading period.

The Committee shall consider absence due to personal illness that is verified by a dated physician's statement and a written statement from the teacher confirming that the student has completed all missed work and has maintained a passing average of 70 or above.

Behavior Performance/Code of Conduct

Encouraged Behaviors to create a positive, safe, and supportive environment

1. Be courteous in all personal interactions.
2. All teachers are responsible for all students at our school.
3. Be friendly to each other.
4. Communicate appreciation to other students.
5. Develop non-adversarial conflict management skills.
6. Emphasize the positive aspects in each other.
7. Encourage one another.
8. Get help from school personnel in resolving conflicts before conflicts grow into disruptive behaviors.
9. Help create and maintain a safe environment.
10. Offer assistance to each other.
11. Replace negative criticism with positive feedback.
12. See the good in others.
13. Speak kindly to one another.

Expected Behaviors to sustain a positive and enriching school environment

- Attend all classes regularly and on time.
- Behave in a responsible manner.
- Be well groomed and dressed appropriately.
- Cooperate with and/or assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy and respect for others.
- Encourage and support each other in promoting positive behavior.
- Help create and maintain a safe environment.
- Obey all campus and classroom rules
- Prepare for each class (bring appropriate materials to class).
- Report any harmful threats made by anyone to school officials.
- Respect the property of others, including Charter School property and building.
- Respect the rights and privileges of students, teachers, and staff.

English as a Second Language (ESL) Program

ESL education is a pull-out program of instruction that uses the student's primary

language as a tool for instruction while students begin learning English as a second language. In addition to teaching students subject matter in Spanish, the program provides English instruction using the English language. Students are expected to master the Texas Essential Knowledge and Skills (TEKS), the basic learner outcomes set by the Texas Education Agency for each grade level.

Building and Room Care

Because each person in the school has a certain amount of responsibility with regard to the upkeep of the school, each person will keep the school picked up, inside the classroom as well as other areas of the school where children gather. Teachers will lead students to pick up around their desks and place their chairs on the tops of desks. This activity will help the students develop responsibility. It is inappropriate to assume that the custodian must do everything.

Cafeteria

The Charter School participates in the National School Breakfast and Lunch Program and offers free and reduced-price meals based on a student's financial need. Information may be obtained from the secretary or the food service representative concerning lunch prices, lunch tickets, or the free and reduced-price program.

Confidentiality

Teachers and staff have access to student and family information that is protected under privacy laws. Therefore, all sensitive materials regarding students will be kept in strictest confidence.

Discipline Management

When students do not comply with classroom, campus, and or Charter School rules, intervention with discipline management strategies becomes necessary. These techniques are designed to help students learn from the natural and/or logical consequences of their behavior, to act responsibly, and to adhere to the rules governing their behavior. Disciplinary action will draw on the professional judgment of teachers and staff, and on a range of discipline management techniques. Disciplinary action will be correlated with the Code of Conduct, to the seriousness of offenses, student age and grade level, frequency of misbehavior, student attitude, effect of misbehavior on the school environment and policy and legal requirements. Because of these factors, disciplinary action for a particular offense may require consideration of various techniques and responses.

The following discipline management strategies may be used alone or in combination to encourage proper student behavior:

- Assigned reports regarding discipline incident
- Assigned duties other than class tasks
- Behavior contracts

- Community service requirements
- Cooling off time or time out
- Confiscation of items that disrupt the educational process
- Counseling by teachers or staff
- Parent-teacher conferences
- Parent(s) attending classes with student
- Positive reinforcers as appropriate
- Referral to outside agencies and/or legal authority
- Referral to Director or her designee
- Seating changes
- Student Assistance Team
- Verbal (non-demeaning) correction

Dress Codes for Students

It is the responsibility of parents or guardians to ensure that their children are dressed and groomed according to the EOAC Waco Charter School policy. All students will adopt a standard mode of dress, which consists of the following:

- Boys and girls must wear slacks or shorts in dark blue (navy) or khaki (tan). Girls also have the options of skorts, skirts, or jumpers in the same colors noted in the previous sentence.
- Polo shirts (without logo or design) can be red, white, or blue. Cotton button front shirts or blouses with a collar in white or blue may also be worn. Shirts may be long or short sleeves. Neck openings of any dress, shirt, or blouse may not exceed the equivalent of the second button below the collar of neckline.
- All shirts are to be tucked in. Slacks or shorts are to be worn at the waist with a belt, if the item has loops.
- Shoes must be closed-toe type.
- Unless instructed otherwise due to the elements, coats will not be permitted to be worn during class time inside the building. Coats should be stored before the start of class.

Students are expected to be appropriately dressed and groomed at school as well as school functions.

Lunch

Children may pay for lunches by the month in the cafeteria (full price/reduced/free). Checks for prepaid lunches may be addressed to the Waco Independent School District and presented to the school secretary who will present the checks to the cafeteria manager. Each school child should have available his/her lunch card and/or money for meals. Desserts and milk may be purchased separately.

Because Life Skills are part of the curriculum at Waco Charter School, students will brush teeth after meals.

Grades

A developmental checklist is used to report progress at kindergarten and kindergarten levels. These checklists reflect Texas Essential Knowledge and Skills (TEKS) for the grade level. Kindergarten parents will receive a written report each six weeks. Parent conferences will be scheduled for parents of kindergarten students at regular intervals.

Grades 1-5: Numerical grades will be used in marking papers, tests, or other assignments for language arts (reading, oral language, and written language), mathematics, science, social studies, and health. Numerical grades will be recorded in the grade book and on the report card.

Teachers of students in grades one and two shall consider correct spelling, punctuation, grammatical usage, and other elements of proper communication as developmentally appropriate when grading papers, tests, etc. Students shall be asked to correct such errors, but no grade penalties will be attached.

Teachers of students in grades three through five shall consider correct spelling, punctuation, grammatical usage, and other elements of proper written communication when grading tests, papers, etc. If rough drafts of assignments in courses other than language arts are required to be submitted for teacher review prior to the final draft, they shall be marked for spelling and grammar errors and students shall be given opportunities to make corrections. Grade penalties of one point per error shall be assigned only on final drafts, assignments, tests, and shall not exceed 10 points on any one assignment or test. In the area of language arts, teachers shall continue to grade as most appropriate for the subject and the assignment given.

Medication

The Charter School does not purchase medication for students. When medication is brought to the school from home, it is desirable that the initial daily dose of medication be administered by the parent or guardian at home. Subsequent doses of medication may be administered by the designated trained person, provided the following requirements are met by the parent or legal guardian:

1) Prescription or non-prescription medications that need to be taken at school for 10 days or less must be in their original pharmacy container and labeled by the pharmacist, accompanied by a written request, signed and dated by a parent or guardian. The label must include the student's name, physician's name, name of medication, amount of medication to be given and frequency of administration, and date prescription filled.

All non-prescription medications must be in their original container. A daily

written request for administration of these must contain the following information: student's name, name of medication, amount of medication to be given, when medication is to be given, reason medication is given, date, and signature of parent or guardian.

If a student is required to carry a medication on his or her person during school hours, a written request from a physician and a signed note from the parent or guardian must be filed in the school office.

Should a question arise regarding medications or any issue, the school administrator may call the physician, pharmacist, and/or the parent or guardian for clarification.

Only medications prescribed by a physician licensed to practice medicine in the United States is acceptable for school use. Medications from other countries are not to be administered by school personnel.

All medications will be stored and dispensed in the office. Proper school authorities must approve exceptions in advance.

Sick Children

If a child has 100 degrees or more temperature or is vomiting, the parents will be called to take the child home. A child should be free of temperature or vomiting for 24 hours before returning to school.

Communicable Diseases/Conditions

Students infected with certain diseases are not allowed to come to school while contagious. Parents of student with a communicable or contagious disease should phone the school secretary or director so that other students who have been exposed to the disease can be alerted. These diseases include: chickenpox, common cold with fever, diphtheria, gastroenteritis, head lice, hepatitis, mumps, pink eye, polio, ringworm of the scalp, German measles, scabies, streptococcal sore throat and scarlet fever, tuberculosis, and whooping cough.

Emergency Medical Treatment

Parents will complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents will also be asked to supply other information that could be required in case of an emergency and to update this information as often as necessary.

Parent Involvement, Responsibilities, and Rights

Education is most successful when there is a strong partnership between home and school, that thrives on communication, and that includes parents, teachers,

administrators, and the EOAC Board. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Handbook, especially the Code of Conduct, with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact the Director.
- Become familiar with all the child's school activities and with the academic programs offered in the School. Discuss with the Director any questions, such as concerns about placement, assignment, or options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's records when needed. A parent may review attendance records, test scores, grades, disciplinary records, psychological records, applications, health and immunization information, reports of behavior patterns, and state assessment instruments that have been administered to his or her child.
- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level requirements as determined by the Charter School and The Texas Education Agency (TEA).
- Become a school volunteer.
- Participate in campus parent activities.

Promotion and Retention of Students

Report cards are issued the Thursday following the end of the six-week period to inform students and their parents of the student's progress in each subject six times a year. If a student receives a six-week grade of less than 70 on a scale of 100 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. **The report cards should be signed and returned within three days.** At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is 75 or lower.

According to Texas Education Code (Sec. 28.021(a)), a student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

To be promoted from one grade level to the next, a student

- 1) must attain mastery of curriculum in both reading language arts and

mathematics and an overall average of 70 or above for the year in all other subjects; and

2) must score 70 average on the current year's Texas Assessment of Academic Skills tests (TAAS) in reading language arts and mathematics, with a score of no less than 55 on either test (grades 3-5) or a comparable score on an EOAC Board-approved instrument for grades K-2.

Students who do not meet grade level requirements and test score requirement shall be retained.

Promotion standards for special education students are established by the individual education plan (IEP). The Admission-Retention-Dismissal (ARD) Committee shall determine grade-level classification of students eligible for special education.

In assessing students of limited English proficiency for mastery of the Texas Essential Knowledge and Skills (TEKS), the Charter School shall be flexible in determining testing methods to allow students to demonstrate knowledge or competency independent of English skills in the following ways:

- Assessment in the primary language
- Assessment using English as a Second Language (ESL) methodologies
- Assessment with multiple and varied instruments

Reporting Child Abuse

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law. A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed (Family Code 34.01, 34.03).

Non-accusatory reports shall be made reflecting the reporter's belief that one or more of the following acts has occurred:

- 1) a child has been or will be abused or neglected;
- 2) a child has died of abuse or neglect;
- 3) a child has violated the compulsory school attendance laws on three or more occasions;
- 4) a child has, on three or more occasions, been voluntarily absent from his home without the consent of his parent or guardian for a substantial length of time or without the intent to return.

The reports shall be directed to any of the following:

- 1) any local or state law enforcement agency;

2) the Child Protective services division of the Texas Department of Protective and Regulatory Services.

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department (Family Code 34.02).

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Director is the custodian of all records for currently enrolled students at the school. The Director is also the custodian of all records for students who have withdrawn or transferred. The Director is the custodian of all special education records for students with disabilities under IDEA legislation. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent from inspecting the records, the School will either provide a copy of the requested records, or make other arrangements for the parent to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate education interests" include any employees, agents, trustees, or individuals with which the school contracts for services to students and who are:

- Working with the student;
- Considering statistical data; or
- Investigating or evaluating programs.

The parent's right of access to, and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students at the School, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents.

Certain officials from various governmental agencies may have limited access to the records. The School forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information ought not be disclosed, the School will make a reasonable effort to notify the parent in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Copies of student records are free for the first two copies. Thereafter, they are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records

- after the student reaches the age of 18 and is no longer a dependent for tax purposes;
- when the student is attending an institution of post-secondary education;
- if the parent fails to follow proper procedures and pay the copying charge; or
- when the School is given a copy of a court order terminating the parental rights.
- If the student qualifies for free or reduced price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about the School students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of the handbook as well as the pre-enrollment packet. Should circumstances change, the parent can contact the Director to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized

activities, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records: Parents of a student with disabilities who has been provided special education services by the School will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the materials will be deleted from the records but the records will be maintained until the time has expired.

Student Safety

From time to time students, teachers, and staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Student safety on campus or at school-related events is a high priority of the Charter School. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Report any behavior, such as students having a knife or gun, which jeopardizes school safety.
- Report to Charter School employees any threats made by other students.
- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Code of Conduct and any additional rules for behavior and safety set by the School and EOAC Board.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers and staff overseeing the welfare of students.

Textbooks

The State of Texas loans textbooks to the student. State law requires the student to keep the book covered, to record hi/her name in ink on the front label, and to return the book in reasonable condition.

If a book is lost during the semester, it must be paid for before another book is issued. Contract prices will be charged for all books lost, or for which proper accounting has not been made, regardless of the length of time the books have been in use in the local school system. This means that the student will have to pay the full price of a book regardless of the age of the book. The payment for lost or damaged school property must be sent to the Director's office. Any student failing to return a book issued by the school loses the right to free

textbooks until the book is returned or payment for the lost book is received.

Visitors

In order to protect the classroom instructional environment, all parents and visitors are **required** to sign in at the office.

School Facilities Use

The Director must approve the use of the school building and/or equipment for activities scheduled after school hours, on weekends, or during holidays. If the event is approved, it will be placed on the school calendar. The EOAC Board regulates building usage.

EOAC Waco Charter School Charter Foundations

Founding Principles

Child-centered curriculum that promotes high academic standards, strong social skills/life skills, and ethical values and is structured to emphasize language acquisition, effective communication, critical thinking, and problem solving skills

Assessment based on student achievement of essential knowledge and skills

Parental Partnerships

Community Partnerships

Platforms

- Curriculum Committee
- IEP/Direct Instruction
- Curriculum Alignment
- Multi-age Instruction
- Cooperative Learning
- Inclusion
- Thematic Units (including Waco Community & Government Seed-to-Stomach)
- Whole Class Reading
- Learning Styles
- Technology

- Texas Assessment of Academic Skills
- Iowa Test of Basic Skills
- Individualized Education Plan
- Report Cards

- Parent Advisory Council
- Parent Support Groups
- Parent Surveys

- Individual Participation
- Business Participation
- Student Community Service
- Student Programs and Productions

Product

Students who demonstrate Academic Challenges
Higher Order Thinking
Ethical and Social Behavior
Effective Communication

Assessment of whole student

Shared Responsibility for Learning

Community Pride

WACO CHARTER SCHOOL BUDGET
Lorita Manning, Director
2000-2001

Personnel: Teachers	Current	Increase
Karen Hicks, Gr. 1	30,000	31,000
Charlotte Hill, Gr. 2	36,900	37,827
Sandra Maxwell, Gr. 1	25,000	25,000
Twana Smith, Gr. 3	25,000	28,000
Charlene Sanders, Gr. 4	25,000	25,000
Amber Young, Kinder	25,000	28,000
Robert Satchell, Gr. 5	21,022	28,000
Kim Benker, K	25,000	25,000
TOTAL		227,827

Personnel: Administration	Current	Increase
Lorita Manning	41,729	43,046
Natalie Robinson	18,349	18,349
Linda Schlottmann	21,022	23,176
TOTAL		84,571

Personnel: Teaching Assistants/Custodian	Current	Increase
<i>Open Position, Kinder.</i>	<i>Open Position</i>	<i>Open Position</i>
Roslyn Alexander, K	14,500	15,000
Tamera Alexander, Gr. 1	14,200	14,500
Sharon Clayton, Gr. 1	14,200	14,500
Jezelle Cooper, Gr. 2	14,200	14,500
Barron Rollins, Custodian	12,294	12,480
<i>Open Position, Gr. 3</i>	<i>Open Position</i>	<i>Open Position</i>
Yolanda Perez, ESL	20,378	19,399
TOTAL		90,379

Fringe @ 32%=\$402,777 X 32% = \$128,889

Total Personnel \$ 402,777
Total Fringe \$ 128,889

Final Total Personnel \$531,666

**WACO CHARTER SCHOOL BUDGET
LINE ITEMS FOR NINE (9) CLASSROOMS
2000-2001**

Parent/Student Activities	5,000
Rent	67,200
Utilities & Telephones	35,000
Repair & Maintenance	40,000
Student/Teacher Supplies	20,000
Speech & Hearing	50,000
Travel	3,000
Mental Health	60,000
Nutrition	7,000
Audit	13,000
Legal	1,000
Miscellaneous	5,000
Field Trips	2,000
Substitute Teachers	2,000
Administrative Costs	20,000
After School Coordinator	Salary & Fringe 19,440
TOTAL	\$349, 640

ACADEMIC DAY:

Estimated 175 Students @ \$4500 per Student =	\$787,500
Title Funds	77,358
TIF Grant (Funds must be used for technology)	(44,000)
Total From Block & Title Sources	864,858
Personnel & Fringe	-(\$ 531,666)
Line Items Estimate	-(\$ 349,640)
Shortfall	- (\$ 16,448)

AFTER SCHOOL ARTS INSTITUTE:

3.5 hrs./day @ \$6/hr.=\$21/day X 180 days = \$3,780 X 5 employees = \$18,900

L. Manning, 9/22/2000

MONTHLY FINANCIAL REPORT FOR August 2000

	APPROVED BUDGET		EXPENDITURES		CUMULATIVE		REMAIN BALANCE		USED %	ALLO %	GRANT ENDS DATE
	GRANT	IN-KIND	GRANT	IN-KIND	GRANT	IN-KIND	GRANT	IN-KIND			
CSBG PROGRAMS:											
Administration (1)	435,255	0	29,798	0	326,488	0	188,847	0	75%	67%	12/31/00
#HHS HEAD START PROGRAMS: (2)											
Head Start	1,423,977	366,470	375,360	36,381	1,289,887	81,535	214,970	284,935	85%	33%	04/30/01
Bilingual	145,843	46,683	25,620	0	62,584	18,488	83,339	36,195	43%	33%	04/30/01
Training/Tech Assist	41,985	0	454	0	18,853	0	31,852	0	26%	33%	04/30/01
TOTAL HEAD START	1,611,725	413,073	481,434	36,381	1,282,365	91,942	329,368	321,131	88%	33%	04/30/01
TEXAS WORKFORCE COMM:											
Child Care Mgmt Srv. (3)	793,413	0	69,942	0	793,413	0	0	0	100%	100%	08/31/00
E.C.B.R. - 38 QIA (3)	187,334	0	25,254	0	77,454	0	29,888	0	72%	100%	08/31/00
C.C.T.P. - 39 CT (3)	73,833	0	5,461	0	58,494	0	15,338	0	79%	100%	08/31/00
CCMS Child Care \$ (3)	5,511,311	0	356,182	0	4,772,478	0	738,841	0	87%	100%	08/31/00
Food Program (FYHS) (2)	428,000	0	18,623	0	428,723	0	(723)	0	100%	92%	09/30/00
TEXAS DEPT COMM AFFAIRS:											
DOE EXXON Weatheriz. (4)	95,822	0	19,780	0	58,578	0	45,244	0	53%	42%	03/31/01
LINEAP - EMAP & MAP (4)	88,297	0	24,478	0	34,657	0	53,640	0	39%	42%	03/31/01
MAP - TU (4)	31,142	0	4,370	0	13,558	0	17,592	0	44%	42%	03/31/01
TEXAS NEW MEXICO (4)	22,875	0	0	0	0	0	22,875	0	8%	100%	08/31/00
C.E.A.P. (5)	941,458	0	216,189	0	334,391	0	687,059	0	36%	67%	12/31/00
STRIPPER MELL (4)	4,684	0	0	0	0	0	4,684	0	8%	100%	08/31/00
E.O.A.C. - Home (5)	15,935	0	1,397	0	1,397	0	14,538	0	9%	33%	04/30/01
Brazos Electric Co-Op (4)	48,334	0	0	0	0	0	48,334	0	8%	33%	04/30/01
CITY OF WACO											
Homeless Trans.Shelter(5)	16,388	0	0	0	6,828	0	18,288	0	37%	83%	10/31/00
CITY OF WACO CCS (3)	38,888	0	0	0	21,864	0	8,936	0	78%	83%	10/31/00
TEXAS EDUCATION AGENCY											
WACO CHARTER SCHOOL (7)	1,863,383	0	61,681	0	385,494	0	757,889	0	29%	33%	04/30/01
Title-441,738/TEA-475,888	47,363	0	8,778	0	8,778	0	38,585	0	19%	100%	08/31/00
76787 Grant (7)	78,288	0	0	0	78,288	0	0	0	100%	100%	08/31/00
TOTAL WCS	1,188,946	0	78,459	0	392,552	0	796,394	0	33%	100%	08/31/00
OTHER:											
TYC/Alcohol Drug (6)	158,888	0	6,288	0	16,334	0	133,666	0	11%	100%	08/31/00
Emergency Food/Shelter(4)	18,888	0	(98)	0	18,888	0	0	0	100%	92%	09/30/00
EDAC - Special (1)	0	38,939	0	2,288	0	2,288	0	28,731	8%	8%	04/30/01
GRAND TOTAL ALL GRANTS:	11,587,776	444,812	1,241,381	38,589	8,611,878	94,158	2,975,986	349,862	74%		

- #FEDERAL
- Johnette Hicks — (1)
 - Debora Jones — (2)
 - Bobby Deike — (3)
 - Ray Martinez — (4)
 - Claudia Gooch — (5)
 - Tammy Allen — (6)
 - Lorita Manning — (7)

5 ← Homes Rented

00
60
62PROGRAM: Administration
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	240,000	0	2,642	0	138,074	0	101,926	58%
Fringe	69,000	0	5,653	0	71,468	0	(2,468)	104%
TOTAL PERSONNEL	309,000	0	8,295	0	209,542	0	99,458	68%
NON-PERSONNEL:								
Travel	6,216	0	3,559	0	13,945	0	(7,729)	224%
Equipment	0	0	0	0	0	0	0	0%
Supplies	9,000	0	1,063	0	8,620	0	380	96%
Contractural	11,839	0	8,663	0	20,427	0	(8,588)	173%
Other	99,200	0	8,218	0	73,873	0	25,327	74%
TOTAL NON-PERSONNEL	126,255	0	21,503	0	116,866	0	9,389	93%
GRAND TOTALS	435,255	0	29,798	0	326,408	0	108,847	75%

	Approved Budget		Current Month Exp		PROGRAM: FYHS MONTH: August 2000 Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	844,499	333,798	198,083	17,489	679,553	59,906	164,946	80%
Fringe	252,021	0	57,583	0	221,720	0	30,301	88%
TOTAL PERSONNEL	1,096,520	333,798	255,666	17,489	901,273	59,906	195,247	82%
NON-PERSONNEL:								
Travel	14,464	0	2,954	0	13,438	0	1,026	93%
Equipment	0	0	0	0	0	0	0	0%
Supplies	28,080	32,672	14,369	18,812	24,030	21,629	4,050	86%
Contractural	0	0	0	0	0	0	0	0%
Other	284,913	0	102,371	0	270,267	0	14,646	95%
TOTAL NON-PERSONNEL	327,457	32,672	119,695	18,812	307,734	21,629	19,723	94%
GRAND TOTALS	1,423,977	366,470	375,360	36,301	1,209,007	81,535	214,970	85%

PROGRAM: Bilingual Biculture - S 23
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	86,752	46,603	13,027	0	40,451	10,408	46,301	47%
Fringe	24,672	0	4,379	0	11,740	0	12,932	48%
TOTAL PERSONNEL	111,424	46,603	17,406	0	52,191	10,408	59,233	47%
NON-PERSONNEL:								
Travel	1,560	0	0	0	0	0	1,560	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	5,256	0	39	0	35	0	5,221	1%
Contractural	0	0	0	0	0	0	0	0%
Other	27,603	0	8,174	0	10,278	0	17,325	37%
TOTAL NON-PERSONNEL	34,419	0	8,213	0	10,313	0	24,106	30%
GRAND TOTALS	145,843	46,603	25,620	0	62,504	10,408	83,339	43%

PROGRAM: T/TR Waco
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	12,000	0	0	0	0	0	12,000	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	12,000	0	0	0	0	0	12,000	0%
NON-PERSONNEL:								
Travel	8,000	0	0	0	0	0	8,000	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Contractural	0	0	0	0	0	0	0	0%
Other	21,905	0	454	0	10,853	0	11,052	50%
TOTAL NON-PERSONNEL	29,905	0	454	0	10,853	0	19,052	36%
GRAND TOTALS	41,905	0	454	0	10,853	0	31,052	26%

PROGRAM: Child Care Management Services
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	364,198	0	34,292	0	359,281	0	4,917	99%
Fringe	86,530	0	8,483	0	79,824	0	6,706	92%
TOTAL PERSONNEL	450,728	0	42,775	0	439,106	0	11,622	97%
NON-PERSONNEL:								
Travel	8,100	0	760	0	10,716	0	(2,616)	132%
Equipment	13,000	0	1,912	0	30,010	0	(17,010)	231%
Supplies	17,558	0	1,784	0	25,525	0	(7,967)	145%
Contractual	0	0	0	0	0	0	0	0%
Other	34,051	0	3,389	0	37,294	0	(3,243)	110%
TOTAL NON-PERSONNEL	72,709	0	7,846	0	103,546	0	(30,837)	142%
GRAND TOTALS	523,437	0	50,621	0	542,651	0	(19,214)	104%

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PROGRAM: CCMS - General
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain.	% Budget
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.	Balance	Used
PERSONNEL:								
Salaries	145,676	0	13,905	0	143,740	0	1,936	99%
Fringe	38,861	0	3,416	0	32,372	0	6,489	83%
TOTAL PERSONNEL	184,537	0	17,321	0	176,113	0	8,424	95%
NON-PERSONNEL:								
Travel	2,700	0	199	0	2,577	0	123	95%
Equipment	0	0	0	0	0	0	0	0%
Supplies	12,681	0	(621)	0	8,914	0	3,767	70%
Contractural	0	0	0	0	0	0	0	0%
Other	70,059	0	2,422	0	77,171	0	(7,112)	110%
TOTAL NON-PERSONNEL	85,440	0	2,001	0	88,661	0	(3,222)	104%
GRAND TOTALS	269,977	0	19,322	0	264,774	0	5,202	98%

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PROGRAM: TDHR - Food								
MONTH: August 2000								
PERSONNEL:								
Salaries	160,000	0	(765)	0	165,367	0	(5,367)	103%
Fringe	57,650	0	5,729	0	53,576	0	4,274	93%
TOTAL PERSONNEL	217,650	0	4,963	0	218,943	0	(1,093)	101%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Food	0	0	0	0	0	0	0	0%
Other	202,150	0	5,660	0	201,779	0	371	100%
TOTAL NON-PERSONNEL	202,150	0	5,660	0	201,779	0	371	100%
GRAND TOTALS	420,000	0	10,623	0	420,723	0	(723)	101%

PROGRAM: Texas New Mexico
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Food	0	0	0	0	0	0	0	0%
Other	22,075	0	0	0	0	0	22,075	0%
TOTAL NON-PERSONNEL	22,075	0	0	0	0	0	22,075	0%
GRAND TOTALS	22,075	0	0	0	0	0	22,075	0%

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	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PROGRAM: TOCA								
MONTH: August 2000								
PERSONNEL:								
Salaries	30,823	0	0	0	13,095	0	17,728	42%
Fringe	1,750	0	230	0	3,634	0	(1,884)	208%
TOTAL PERSONNEL	32,573	0	230	0	16,729	0	15,844	51%
NON-PERSONNEL:								
Administration	12,102	0	3,998	0	6,767	0	5,335	56%
Materials	29,752	0	12,493	0	17,768	0	11,984	60%
Labor	5,306	0	2,078	0	3,664	0	1,642	69%
Health & Safety	8,340	0	176	0	628	0	7,712	8%
Program Support	6,949	0	805	0	4,370	0	2,579	63%
Other	800	0	0	0	651	0	149	81%
TOTAL NON-PERSONNEL	63,249	0	19,549	0	33,849	0	29,400	54%
GRAND TOTALS	95,822	0	19,780	0	50,578	0	45,244	53%

PROGRAM: TYC/Alcohol Drug
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
Salaries	141,450	0	5,684	0	12,400	0	129,050	24%
Fringe	6,400	0	435	0	1,117	0	5,283	15%
TOTAL PERSONNEL	147,850	0	6,119	0	13,517	0	134,333	23%
NON-PERSONNEL:								
Administration	0	0	0	0	0	0	0	0%
Program Support	1,150	0	81	0	2,817	0	(1,667)	13%
Other	0	0	0	0	0	0	0	0%
TOTAL NON-PERSONNEL	1,150	0	81	0	2,817	0	(1,667)	13%
GRAND TOTALS	150,000	0	6,200	0	16,334	0	133,666	20%

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PROGRAM: LIHEAP - EWAP & WAP

MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
Salaries	17,920	0	4,930	0	12,716	0	5,204	71%
Fringe	7,167	0	1,138	0	2,278	0	4,889	32%
TOTAL PERSONNEL	25,087	0	6,068	0	14,994	0	10,093	60%
NON-PERSONNEL:								
Administration	4,635	0	866	0	1,364	0	3,271	29%
Materials	30,118	0	11,967	0	11,967	0	18,151	40%
Labor	8,945	0	4,530	0	4,530	0	4,415	51%
Health & Safety	8,366	0	0	0	0	0	8,366	0%
Program Support	11,146	0	1,040	0	1,803	0	9,343	16%
Other	0	0	0	0	0	0	0	0%
TOTAL NON-PERSONNEL	63,210	0	18,402	0	19,664	0	43,546	31%
GRAND TOTALS	88,297	0	24,470	0	34,657	0	53,640	39%

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PROGRAM: C.E.A.P.								
MONTH: August 2000								
PERSONNEL:								
Salaries	105,071	0	21,918	0	31,894	0	73,177	30%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	105,071	0	21,918	0	31,894	0	73,177	30%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Direct Services	39,791	0	7,776	0	13,081	0	26,710	33%
Supplies	996	0	0	0	0	0	996	0%
Contractural	0	0	0	0	0	0	0	0%
Other	795,592	0	186,495	0	289,417	0	506,175	36%
TOTAL NON-PERSONNEL	836,379	0	194,271	0	302,497	0	533,882	36%
GRAND TOTALS	941,450	0	216,189	0	334,391	0	607,059	36%

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PROGRAM: WAP - TU								
MONTH: August 2000								
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Administration	1,249	0	34	0	393	0	856	31%
Materials	11,417	0	1,113	0	3,565	0	7,852	31%
Labor	3,604	0	2,549	0	4,767	0	(1,163)	132%
Health & Safety	1,350	0	850	0	2,400	0	(1,050)	178%
Program Support	13,522	0	(176)	0	2,425	0	11,097	18%
Other	0	0	0	0	0	0		
TOTAL NON-PERSONNEL	31,142	0	4,370	0	13,550	0	17,592	44%
GRAND TOTALS	31,142	0	4,370	0	13,550	0	17,592	44%

PROGRAM: Homeless Trans. Shelter
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Emer. Shelter	0	0	0	0	0	0	0	0%
Homeless Trans. Shelter	16,300	0	0	0	6,020	0	10,280	37%
TOTAL NON-PERSONNEL	16,300	0	0	0	6,020	0	10,280	37%
GRAND TOTALS	16,300	0	0	0	6,020	0	10,280	37%

PROGRAM: Stripper Well (4)
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Contractural	0	0	0	0	0	0	0	0%
Other	4,604	0	0	0	0	0	4,604	0%
TOTAL NON-PERSONNEL	4,604	0	0	0	0	0	4,604	0%
GRAND TOTALS	4,604	0	0	0	0	0	4,604	0%

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PROGRAM: Emergency Food/Shelter
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Contractural	0	0	0	0	0	0	0	0%
Other	10,000	0	(98)	0	10,000	0	0	100%
TOTAL NON-PERSONNEL	10,000	0	(98)	0	10,000	0	0	100%
GRAND TOTALS	10,000	0	(98)	0	10,000	0	0	100%

PROGRAM: E.C.D.R. - 38 (QIA)

MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain.	% Budget
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.	Balance	Used
PERSONNEL:								
Salaries	17,966	0	1,946	0	19,269	0	(1,303)	107%
Fringe	4,718	0	481	0	5,347	0	(629)	113%
TOTAL PERSONNEL	22,684	0	2,426	0	24,616	0	(1,932)	109%
NON-PERSONNEL:								
Travel	0	0	15	0	201	0	(201)	0%
Equipment	71,000	0	22,155	0	43,527	0	27,473	61%
Supplies	0	0	0	0	0	0	0	0%
Contractural	0	0	0	0	0	0	0	0%
Other	13,650	0	658	0	9,110	0	4,540	67%
TOTAL NON-PERSONNEL	84,650	0	22,827	0	52,838	0	31,812	62%
GRAND TOTALS	107,334	0	25,254	0	77,454	0	29,880	72%

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PROGRAM: C.C.T.P. - 39 (CT)
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	17,966	0	1,658	0	18,794	0	(829)	105%
Fringe	4,718	0	390	0	4,439	0	279	94%
TOTAL PERSONNEL	22,684	0	2,049	0	23,234	0	(550)	102%
NON-PERSONNEL:								
Travel	0	0	15	0	524	0	(524)	0%
Equipment	600	0	5	0	341	0	259	57%
Supplies	6,900	0	542	0	1,480	0	5,420	21%
Contractural	33,000	0	2,215	0	24,363	0	8,637	74%
Other	10,649	0	636	0	8,552	0	2,097	80%
TOTAL NON-PERSONNEL	51,149	0	3,413	0	35,260	0	15,888	69%
GRAND TOTALS	73,833	0	5,461	0	58,494	0	15,338	79%

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PROGRAM: E.O.A.C. - Home
MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PURCHASE PRICE:								
Home #1: Gift St. -Marlin	0	0	0	0	0	0	0	0%
Home #2: Coleman -Marlin	0	0	0	0	0	0	0	0%
Home #3: Luarel -McGreg	0	0	0	0	0	0	0	0%
Home #4: Jefferson-McGreg	0	0	0	0	0	0	0	0%
Admin. Fees - Marlin	0	0	0	0	0	0	0	0%
Admin. Fees - McGregor	0	0	0	0	0	0	0	0%
TOTAL PURCHASE PRICE	0	0	0	0	0	0	0	0%
HOME EXPENSES:								
Home #1: Gift St. -Marlin	4,008	0	349	0	720	0	3,288	18%
Home #2: Coleman -Marlin	4,200	0	349	0	793	0	3,407	19%
Home #3: Luarel -McGreg	4,380	0	349	0	654	0	3,726	15%
Home #4: Jefferson-McGreg	4,764	0	349	0	891	0	3,873	19%
TOTAL HOME EXPENSES	15,936	0	1,397	0	1,397	0	14,539	18%
GRAND TOTALS	15,936	0	1,397	0	1,397	0	14,539	18%

PROGRAM: City of Waco CCS (3)
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	0	0	0	0	0	0	0	0%
Fringe	0	0	0	0	0	0	0	0%
TOTAL PERSONNEL	0	0	0	0	0	0	0	0%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
Supplies	0	0	0	0	0	0	0	0%
Contractural	0	0	0	0	0	0	0	0%
Other	30,000	0	0	0	21,064	0	8,936	70%
TOTAL NON-PERSONNEL	30,000	0	0	0	21,064	0	8,936	70%
GRAND TOTALS	30,000	0	0	0	21,064	0	8,936	70%

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PROGRAM: Waco Charter School
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	626,997	0	29,198	0	169,382	0	457,615	27%
Fringe	78,313	0	3,375	0	23,506	0	54,807	30%
TOTAL PERSONNEL	705,310	0	32,573	0	192,888	0	512,422	27%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
76707	78,280	0	0	0	78,280	0	0	100%
Contractural	357,993	0	29,108	0	112,606	0	245,387	31%
Title 1	47,363	0	8,778	0	8,778	0	38,585	19%
TEA Title	0	0	0	0	0	0	0	0%
TOTAL NON-PERSONNEL	483,636	0	37,886	0	199,664	0	283,972	41%
GRAND TOTALS	1,188,946	0	70,459	0	392,552	0	796,394	33%

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI
500 FRANKLIN
WACO, TX 76701

ADMINISTRATIVE AND FINANCIAL
PROCEDURES MANUAL

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Revised 03/2000

ADMINISTRATIVE AND
FINANCIAL PROCEDURES
MANUAL

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GENERAL

The Board of Directors formulates administrative and financial policies, delegates administration of the financial policies to the Administrative Staff and reviews operations and activities.

The Executive Director has responsibility for all operations and activities, including financial management.

The Controller is responsible to the Executive Director for all financial operations.

Program Directors are responsible to the Executive Director.

The lines of authority on the agency's organizational chart will be followed by all employees.

Current job descriptions, indicating duties and responsibilities, will be maintained for all employees.

Financial duties and responsibilities are separated so that no one employee has sole control over cash receipts, disbursements, payrolls, reconciliation of bank accounts, etc.

Separate books and separate bank accounts are maintained as required by funding source regulations.

All Accounting and Budget practices will be adhered to, to assure allowability, allocability, and reasonableness of costs.

All forms are completed in ink.

HIRING

The Board of Directors hires the Executive Director.

The Executive Director approves the hiring of all Program Directors and the Personnel Committee shall counsel the Executive Director in matters of employment.

The Program Directors hire all of their employees with the concurrence of the Executive Director and with policy or advisory council consensus when required by funding source.

The Program Directors are responsible for submitting the following documents on proposed employees to the Personnel Specialist:

1. Application for employment and Post Offer Physical date.

The Personnel Specialist will complete the following.

1. Form W-4 (Employee withholding certificate).
2. Insurance application form.
3. Employment form (in triplicate).
4. All other information on processing "In" form.

The Bookkeeper records necessary information on payroll cards indicating position, rate of pay, etc.

The Administrative Assistant and the Personnel Specialist maintains a personnel file on each employee which includes all forms listed above.

To properly put a new employee on payroll, the following forms are necessary. Please see attached forms.

1. Employment form (Triplicate copies)
2. Personnel "In" Processing Record
3. Employment Eligibility Verification (Form I-9)
4. Record of Job Interview
5. Employment Application with copy of Resume and copies of Degrees (if required)
6. Post Offer Physical
7. New W-4 (Withholding form)
8. Blue Cross Blue Shield Insurance Application
(Health and Term Life)
Beneficiary Card
9. Long Term Disability
10. Auto Insurance Information
11. Xerox copy of Driver's License and Social Security Card
12. Personnel Policies and Procedures
13. Hatch Act Information (Political Activity of Employees)
14. Sexual Harassment Policy
15. AIDS/HIV Workplace Policy
16. Drug Free Workplace Policy
17. Worker's Compensation
18. Criminal History Check as required by TDHS licensing.
19. Safety Policy

These forms are in folders with titles written on tabs which are located in front office file drawer.

BUDGETS

Budgets will be prepared by each Program Director with assistance from the Controller and Program Operations Manager.

Budgets will be submitted to the Executive Director and/or Administrative Assistance and Board of Directors for review and approval prior to submission to the funding source.

Copies of all proposed budgets are filed in the Program Operations Manager's office.

Program Director will submit proposed changes to budgets to the Executive Director and Controller as soon as the need is recognized.

GRANTS AND CONTRACTS

Original grant of all approved grants and contracts are immediately forwarded to the Controller with copies to Program Operations manager.

Copies of all Notice of Grant Awards and contracts are maintained in the Administrative Assistant's and/or Program Operations Manager's file, the Controller's file and a copy is furnished to respective Program Directors.

The Controller prepares a general journal to record each grant award.

The Controller carefully reviews each award to insure compliance with all financial provisions.

The Program Directors will carefully review each award to insure compliance with all programmatic and financial provisions.

BOOKS OF ORIGINAL ENTRY

The Agency utilizes a double entry bookkeeping system.

The Bookkeeper:

1. Maintains all entries and accounts.
2. Reconciles payroll and operating bank accounts monthly.
3. Prepares monthly general ledger trial balances.

The Controller:

1. Maintains adequate control over all funds obtained and expenses of the Agency in accordance with fiscal policy.
2. Provides direction and supervision to the finance department staff, monitors budgeted versus actual expenditures, recommends and prepares budgetary reports as required by management for adequate planning and operation of the agency.
3. Assures no documentation leaves the Finance Department.
4. Assures back-up documentation is in place prior to funds being disbursed.

CONSULTANTS

Consideration will be made of in-house capabilities to accomplish services before contracting for them.

Written contracts, signed by the Executive Director or Designee, clearly defining work to be performed will be maintained for all consultant and contract services.

Qualification of the consultant and reasonableness of fees are considered before hiring consultants.

Consultant services will be paid as work is performed.

- ④ The Executive Director will approve all proposed contracts including the audit.

TIME SHEETS

Each employee is responsible for completing their time sheet daily.

Completed time sheets, signed by the employee and approved by the supervisor, must be submitted to the finance department by 2:00 P.M. on Tuesday following the end of the pay period (pay periods end on Saturday).

Incomplete time sheets are returned to the supervisor for correction and late time sheets are held until the following pay period.

The Payroll Clerk verifies the accuracy of the time sheets.

- Activities Reports will be submitted with time sheets for costs allocation documentation.

PAYROLL

The Payroll Clerk receives pay authorizations, time sheets and checks them for proper verification;

Prepares payroll checks and envelopes;

Maintains payroll control sheets;

Maintains earning records;

Maintains employees' records including annual/sick leave, insurance coverage, united way contributions, savings and other information as necessary.

The Controller or Assistant Controller reviews the payroll sheets and checks prior to submission to the Executive Director or Board Member for signature.

After signing checks the Controller keeps checks locked up until distributing to Program Directors.

PAYROLL TAXES

- Payroll taxes withheld from each payroll are posted in the Tax Book by the Bookkeeper and deposited to the Federal Reserve through Nations Bank of Waco, by-weekly.

Earning records reports are completed by computer print out by the Payroll Clerk at the end of each quarter. At that time the Assistant Controller or Bookkeeper prepares the Form 941 and unemployment tax report. The Executive Director signs the reports which are submitted to the appropriate Agencies in a timely manner.

CASH RECEIPTS

The Administrative Executive Secretary opens mail and records cash and checks on the Cash Receipts Summary Sheet Book before forwarding to the Controller.

The Assistant Controller or Bookkeeper will make out a deposit slip in duplicate. The deposit slip includes the source, account number and amount of each receipt.

Deposits are taken to the bank by a finance staff person other than Assistant Controller or Bookkeeper.

All deposits will be recorded and dated by the Executive Secretary after the bank deposit has been recorded and dated in the ledger.

All checks are endorsed as follows:

"For Deposit Only"
"Account #

All Personnel handling cash receipts and disbursements are bonded at least up to \$80,000 each.

CASH DISBURSEMENTS

All bills will be immediately forwarded to the Finance Department for payment, after the Program Director intimates approval.

To purchase supplies, a numbered purchase order must be obtained from the Finance Department. The purchase order will be completed with items for purchase listed with estimated cost. Purchases having a single unit cost of \$500 and above must have prior approval of Executive Director or Administrative Assistant.

The Program Director, Controller, Administrative Assistant and Executive Director must:

1. Determine if the expenditure is budgeted.
2. Determine if funds are available for the expenditure.
3. Determine if the expenditure is allowable under the grant.
4. Determine if the expenditure is necessary to the program.

The check number and date of payment is recorded on the purchase order. Distribution of copies of Purchase Orders is:

1. Original is filed in Finance Department by program and number.
2. Duplicate copy, with attached invoice, is filed by Accounts Payable Clerk.
3. Triplicate copy is given to Program Director for file.

CHECKS

The Controller or Assistant Controller will be responsible for all blank checks, which will be kept under lock and key.

Two signatures are required on all operating checks and one signature on payroll checks.

The Board of Directors has authorized at least six (6) Board Members and the Executive Director to sign checks.

Voided checks will have "Void" boldly written in ink across the face of the check and the signature portion of the check will be cut off. The check will then be stapled in the checkbook.

In no event will:

- a. Checks be prepared unless these procedures are followed.
- b. Checks be prepared from monthly statements or copies of invoices.
- c. Checks be used other than in chronological order.
- d. Checks be signed in advance.
- e. Checks be made out to "Cash".
- f. Checks be prepared on verbal authorization.

LOCAL TRAVEL

Employees complete a mileage sheet using actual odometer readings.

Mileage to and from residence is not paid by the agency (such as going to lunch).

At the end of the month, mileage sheets are totaled, signed by the employee, approved by the Program Director, and submitted to the Finance Department by the 5th day of the following month.

Reimbursement is made at the rate not to exceed allowable State and Federal guidelines. Employees will receive their reimbursement for local travel by the 10th day of the month.

Incomplete or incorrect mileage sheets are returned to the Program Director for correction and late mileage sheets are held until the following month.

OUT-OF-COUNTY TRAVEL

All out-of-county travel must be approved in advance.

Employees complete the request for authorization of out-of-county travel form using the funding sources' approved per diem or actual expense rate. Appropriate reductions are made for any meals furnished to the traveler.

The Executive Director or the Administrative Assistant approves and signs the request for authorization for out-of-county travel.

The Executive Committee must approve all out of state travel prior to the trip. The Full Board must ratify the travel.

Traveler may receive an advance of 80% of projected expenditures, plus registration fees. Also, 80% of projected expenditures are allowed for out-of-state travel.

After the trip, employees will enter the appropriate information on the out-of-county expense statement form. Hotel receipts must be attached. This form is then signed by the program director and the Executive Director or Administrative Assistant prior to submission to the finance department. If the advance was more than the expenses, traveler must attach a check for any over-payment. If the advance was less than the expenses, traveler will be issued a check for the balance due.

BENEFICIARY AND BOARD EXPENSES

1. The individual incurring expenses while carrying out duties for the agency will complete and sign the appropriate reimbursement form.
2. The reimbursement form will be signed by the individual in charge of the meeting or activity.

④ Physical Inventory

3. Each Director of every program will do a physical inventory every two years.
4. The controller and Assistant Controller will use the computer printout to take a physical inventory of all equipment every two (2) years.
5. The Controller will reconcile the physical inventory with the property records and the prior year's inventory. All discrepancies must be properly explained.

PURCHASES OF EQUIPMENT

1. All items of equipment with a unit cost of \$500 or more and a life expectancy of two or more years, will be approved by the Executive Director and approved in writing by the funding source. All items costing \$10,000 or more will be publicly bid.
2. Best Business Practices will be used when considering lease vs purchase.
3. If the total cost of leasing equipment over a three-year period or less exceeds the purchase price, the equipment should generally be purchased (with the appropriate funding source approval). Leased equipment may only be purchased at the end of the lease at fair market value.
4. Only items of equipment necessary to the completion of a program will be purchased for that program.
5. The purchase of equipment will comply with the procedures on page 7, PURCHASING.

AGENCY VEHICLES

1. Vehicle logs may be used by programs.
2. Vehicles will be used for agency business only.

LEASES

1. The Program Director and Controller will review leases prior to submission to the Executive Director for approval.
2. All leases will be approved by the Executive Director.
3. Copies of all leases will be immediately forwarded to the fiscal office.
4. No lease will be negotiated without prior approval of the Executive Director.
5. Lease vs. purchase will be evaluated to determine best business practice.
6. Property purchased at the end of the lease period will be made at fair market value and each lease must include this statement.

INSURANCE

1. Insurance policies will be maintained in insurance files by the Controller/Assistant Controller.

2. Insurance policies will be carefully reviewed by the Controller and the Executive Director before renewal.
3. Reasonably adequate coverage will be maintained for motor vehicles and liability insurance.

TELEPHONE CALLS

1. Personal long distance calls will not be made on agency telephones by employees without consent of the Program Director. The employee will repay the agency for the call on receipt of the bill.
2. Telephone ID codes will be used for all long distance telephone calls.
3. Telephone logs will be reconciled with the telephone bill at the end of each month after Program Director's approval.

BANK RECONCILIATIONS

1. Bank statements will be received directly, unopened, by the Assistant Controller. The Bookkeeper will prepare the bank reconciliation on a monthly basis.
2. Paid checks will be examined for date, name, cancellation, and endorsements.
3. The reconciled bank balance will be compared to the General Cash account in the general ledger and approved by the Controller and dated.

PETTY CASH FUND

An advance fund system is used. The maximum amount is \$100.00.

The Administrative Executive Secretary is responsible for the petty cash fund.

Signed vouchers, with support documentation, are attached for all petty cash disbursements.

On an average, \$10.00 is the maximum amount any individual may receive for each disbursement.

Petty cash is kept under lock and key at all times.

All vouchers and supporting documents are examined and verified at the time of reimbursement or when receipts are submitted.

Program Directors determine, employees authorized to make purchases with petty cash funds. The employee is responsible for bring the receipt to the Administrative Assistant.

Any irregularities in the petty cash fund will immediately be reported, in writing, to the Executive Director by the Controller.

Loans are not made from the petty cash fund.

LONG DISTANCE TELEPHONE LOGS

Long distance calls will be tracked using the telephone number codes to determine program cost allocation. Logs are kept and may be requested by the Executive Director for verification of long distance calls.

INSURANCE (CORPORATION)

All corporation insurance policies are maintained by the Controller.

A common expiration date for all agency insurance will be used.

Insurance policies are viewed by the Executive Director before renewal and discussed with the Program Directors and will be submitted to the Controller.

Reasonable adequate coverage will be maintained for liability, motor vehicles, etc.

RECEIPT OF PURCHASED ITEMS

1. The designated director/employee will receive purchased item (s), indicate "Received By", sign and date the purchase order, and forward the purchase order with the packing slip and/or invoice attached to the fiscal department.
2. The Program Bookkeepers will compare the purchase order (duplicate) with the packing slip, and invoice. If there are no discrepancies, the Assistant Controller will forward the purchase order, together with the documentation, to the Controller. The Accounts Payable Clerk will prepare the check, request, and attach all backup. If there are any discrepancies, the Accounts Payable Clerk will be immediately notified. If the invoice is not available, the duplicate purchase order will be place in a separate file until the invoice is received.
3. All purchase orders files will be reviewed monthly by Finance who will follow-up on item(s) or invoice(s) which have not been received.
4. No purchases will be made for anyone, employees or others, to purchase personal items.
5. Any variance from procedures must be approved in writing by the Executive Director.

REPORTS

MONTHLY - COST CATEGORY

1. Financial Reports for each contract/grant will be prepared by the fiscal department.
2. Financial Reports will be reviewed by the Controller, Program Director, and Executive Director and approved by the Board of Directors and Policy Council (for Head Start) at their regular meetings.

REPORTS TO FUNDING SOURCES

3. The Controller will prepare and submit monthly and quarterly reports to the appropriate funding sources.
4. The Executive Director and/or designee approved by the Board and Controller/Assistant Controller will sign all appropriate reports to the funding sources.
5. The Controller will prepare and maintain on a current basis a listing of reports and due dates.
6. It will be the responsibility of the Controller to insure that all reports are submitted on a timely basis.

LOANS

1. There will be no personal loans made from any grant funds to any individual.
2. There will be no interagency loans made between grant funds when prohibited by the funding source.

OTHER

1. Accurate minutes of all meetings of the Administrative Board and committees will be prepared by the Board or designated person.
2. The Controller and the Executive Director will receive and review a copy of minutes of all Policy Council, Advisory Board, and Administrative Board Meetings.
3. The Controller will note all items in the minutes relating to Finance and take appropriate action.

PROGRAM INCOME

1. Program related income will be used to reduce the total cost of the program generating the income.
2. Interest income on federal funds, in excess of \$250 per year, will be returned to the Treasurer of the United States. (Interest on federal funds is not considered program income.)
3. Donations of cash and non-program related income will be separately accounted for.

ACCOUNTS RECEIVABLE

1. Documentation will be maintained for accounts receivable.
2. Accounts receivable will be recorded in the books and collected on a timely basis.

FINANCIAL PROCEDURES

1. The Controller will prepare and maintain on a current basis a procedure flow chart summarizing all financial activities.
2. Financial procedures will be reviewed annually by the Controller. Changes to the financial procedures manual will be approved by the Executive Director prior to implementation.

CONFIRMATION LETTERS

1. A letter confirming telephone conversations will be used in all cases where telephone approval is received from a funding source.
2. A letter requesting permission will be used to obtain approval from a funding source.

FORM 990

1. The auditor will prepare Form 990, Return of Organization Exempt from Income Tax, and submit to IRS by September 15th. The report will be sent by certified mail, return receipt requested.
2. The Controller will review and approve Form 990.
3. The Executive Director will sign Form 990.

COST ALLOCATIONS

1. Agency administrative costs will be allocated between major programs on a best business practice basis which includes such methods as percentage of Personnel or space. The percentage of costs will be tracked as the example below:

Head Start.....	63.13
CSBG.....	8.38
Nutrition.....	7.26
Weatherization.....	.56
Youth-In-Action.....	6.70
T/A.....	.56
CCMS.....	9.50
WCEC.....	3.91
	<u>100.00%</u>

SPACE COST

Head Start.....	31.50
CSBG.....	29.73
Youth-In-Action.....	2.42
T/TA.....	3.18
Weatherization.....	2.21
CCMS.....	30.96
	<u>100.00%</u>

MAY 19, 1999

NUMBER OF EMPLOYEES AT EOAC

CSBG	=	20
TDHR FOOD	=	19
HEAD START	=	169
CCMS	=	16
CCTP	=	1
WEATH.	=	1
		<hr/>
		226

AA-FIN

REVISED JULY 1, 2000

PG 1

TOTAL BUILDING AND ANNEX
500 FRANKLIN AVE.

MEZZANINE	SQ. FT.	2,520	\$ 686.95
BASEMENT	SQ. FT.	766	208.81
ANNEX	SQ. FT.	7,383	2,012.61
1ST FLOOR	SQ. FT.	4,392	1,197.25
2ND FLOOR	SQ. FT.	4,392	1,197.25
3ND FLOOR	SQ. FT.	4,393	1,197.13

TOTAL		23,846	\$6,500.00

RENT

310

320

COMMON USE AND ALL FLOORS

	SQ. FT. X	%	=	
1ST FLOOR	3,090	X .2726	=	\$ 842.33
2ND FLOOR	1,879	X .2726	=	512.21
BASEMENT	766	X .2726	=	208.81
MEZZANINE	2,520	X .2726	=	686.95

	8,255	X .2726	=	\$2,250.31

TOTAL BY FLOORS

1ST FLOOR

RAY	287	X .2726	=	\$ 78.24
GERRY	342	X .2726	=	93.23
CSBG (T/TA)	673	X .2726	=	183.45

	1,302			\$ 354.92

2nd FLOOR	2,513			\$ 526.66
2ND FLOOR COMMON USE (SEE ABOVE)				
2nd FLOOR WACO CHARTER SCHOOL				\$ 136.30

3RD FLOOR	4,393			\$1,197.13
ANNEX	7,383			\$2,012.60

TOTAL	23,846	SQ. FT. X .2726	=	\$6,500.00

RENT

TOTAL BUILDING BY FLOORS

	SQ FT. X .2726	AMOUNT
1ST FLOOR		
RAY	287	\$ 78.24
GERRY	342	93.23
CSBG (JEWEL STORE)	673	183.45
COMMON USE	3,090	842.33
	-----	-----
	4,392	\$ 1,197.25
2ND FLOOR		
JOHNETTE	378	103.09
TERRY	252	68.69
CLAUDIA	252	68.69
PERSONNEL ROOM	96	26.16
MAIL ROOM	99	26.98
LINDA KROLL	99	26.98
DORIS	121	32.98
GEORGIA	224	61.06
ROCHELLE F.	180	49.06
WILLOW	81	22.08
MARSHA	231	62.97
LINDA (WCS)	500	136.30
COMMON USE	1,879	512.21
	-----	-----
	\$4,392	\$ 1,197.25
3ND FLOOR	4,393	\$ 1,197.13
ANNEX	7,383	\$ 2,012.61
BASEMENT	766	\$ 208.81
MEZZANINE	2,520	\$ 686.95
	-----	-----
TOTAL	23,846 SQ. FT	\$ 6,500.00
RENT		

% PAID TO CSBG FOR RENT SUPPORT
ON SECOND FLOOR

	TOTAL	CCMS	FYHS	WAP	WCS	CSBG
JOHNETTE RM 4	\$103.09 100%	25.77 25%	48.45 47%	5.15 5%	5.15 5%	18.57 18%
TERRY RM 3	68.69 100%	10.30 15%	6.87 10%	3.43 5%	3.43 5%	44.66 65%
MARSHA RM 7	62.97 100%	6.30 10%	9.45 15%	3.15 5%	3.15 5%	40.92 65%
DORIS RM 13	32.98 100%	1.65 5%	18.80 57%	1.65 5%	.66 2%	10.22 31%
WILLOW RM 8	22.08 100%	22.08 100%				
CLAUDIA RM 2	68.69 100%	3.43 5%	6.87 10%	1.37 2%	1.37 2%	55.65 81%
GEORGIA RM 10	61.06 100%	6.11 10%	24.42 40%	3.05 5%	-0-	27.48 45%

TOTAL	\$419.56 100%	75.64	114.86	17.80	13.76	197.50

RENT

COMPLETE WORK UP FOR ALL PROGRAMS

	TOTAL	PD TO CSBG	TOTAL	% X	COM.USE (\$2,250.31)
CSBG	\$ 710.11	\$(197.50)	\$ 512.61	12.06	271.38
CCMS	2,012.60	75.64	2,088.24	49.11	1,105.13
FYHS	1,197.13	114.86	1,311.99	30.85	694.22
WAP	171.47	17.80	189.27	4.45	100.14
WCS	136.30	13.76	150.06	3.53	79.44
	-----		-----		-----
	\$4,227.61	\$24.56	\$4,252.17	100%	\$2,250.31

example \$512.61 divided by 4252.17 = 12.06%
 12.06 % x \$2,250.31 = \$271.38

TOTAL TO BE PAID

	TOTAL SPACE	+ COMMON USE	= TOTAL PAID
CSBG	\$512.61	\$271.38	= \$ 783.99
CCMS	2,088.24	1,105.13	= 3,193.37
FYHS	1,311.99	694.22	= 2,006.21
WAP	186.79	100.14	= 286.93
WCS	150.06	79.44	= 229.50
	-----	-----	-----
	\$4,249.69	\$2,250.31	= \$6,500.00

RENT

REVISED JULY 1, 2000

PG6

TOTAL TO BE PAID MONTHLY

	TOTAL SPACE	COM.USE	(CCMS)	TOTAL PAID	%
CSBG	\$512.61 +	271.38	+ 1,158.69	= \$ 1,942.68	29.89
CCMS	2,034.68 +	(SEE CSBG)		= 2,034.68	31.30
FYHS	1,311.99 +	694.00		= 2,006.21	30.86
WAP	186.79 +	100.14		= 286.93	4.42
WCS	150.06 +	79.44		= 229.50	3.53
=====				\$6,500.00	100%

RENT

PROCUREMENT STANDARDS

Generally the agency will adhere to the Procurement Standards set forth in OMB Circular A-192, Attachment O. More specifically the agency will follow:

A. CODE OF CONDUCT

No employee, Board Member, or Agent of the Agency shall participate in the selection or in the award or administration of a contract, if a conflict of interest, real or apparent, is involved. Such a conflict would arise when:

1. Any employee, Board Member or Agent;
2. Any member of his/her immediate family;
3. His/Her partner; or
4. An organization which employs, or is about to employ any of the above.
5. Has a financial or other interests in the firm selected for award as defined by consanguinity and affinity.

The Agency's Board Members, Employees, or Agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Should these standards be violated, the following may happen:

1. A Board Member may be removed from the Board by the Board of Directors;
2. An employee may be terminated, or if the financial interest is not substantial or the gift is any unsolicited item of nominal value, the employee will be reprimanded for the first offense and terminated after the second offense.

B. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

1. No person in the U.S. shall, on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or beliefs be excluded from participation in any program or activity of the Agency.
2. Available small and minority businesses, women's business enterprises and labor surplus area firms will be utilized when possible. They will be included on solicitation lists.

C. CONTROL ACTIVITIES

The EOAC has policies and procedures in place to provide reasonable assurance that procurement of goods and services are made in compliance with the provisions of the Common Rule or OMB

Circular A-100 and that no subaward, contract, or agreement for purchases of goods or services is made with any debarred or suspended party.

EOAC will use written policies for procurement and contracts in place that require:

1. Contract files documenting significant procurement history.
2. Methods of procurement authorized including selection of contract type, contractor selection or rejection, and the basis of contract price.
3. Verification that procurement provides full and open competition.
4. Cost or price analysis, including contract modifications.
5. Obtaining and reacting to suspension and debarment certifications.
6. Other applicable requirements for procurement under Federal awards.

D. OFFICIAL WRITTEN POLICIES ARE IN PLACE COVERING SUSPENSION AND DEBARMENT THAT

1. Contain or reference the federal requirements.
2. Prohibit the award of a subaward, contract, or any other agreement for program administration, goods, services, or any other program purpose with any suspended or debarred party.
3. Require staff to obtain certification from entities receiving subawards (contract and subcontract) over \$100,000.00, certifying that the organization and its principals are not suspended or debarred.

E. OTHER ACCEPTABLE WAYS TO SEEK AND DOCUMENT PRICE ANALYSIS INCLUDE

1. ORFP solicitation of competitive proposals.
2. IFB solicitation (formal advertising) with receipt of sealed bids, public opening, and award to the lowest responsible and conforming bidder on a fixed price
3. Small purchase method documentation of price quotations received is a result of shopping for equipment, supplies, or services priced by commercial vendors not in excess of the authorized local small purchase dollar threshold amount. (see attached form)

4. Catalog pricing (such as for tuition) to the extent that these rates are actually relied upon to charge the public for the listed goods or services (frequent discounting would jeopardize reliance on catalog prices as a source for demonstrating reasonableness).
5. Recent past pricing for similar goods or services procured by others in the vicinity (assumes that past pricing was reasonable).
6. Yardsticks developed from models designed to identify and price the mix of resources considered necessary for achievement of delivery within the expected range of performance. (Seeks to predetermine the cost of the object of the procurement.)

C. PROCUREMENT PROCEDURE

1. Small purchase procedures are described on Page 7 of the Financial Procedures.

2. Other Purchase Procedures:

- a. Solicitations of offers will be publicized. A clear and accurate description of the material, products, or services to be procured will be set forth. Any specific requirements which must be fulfilled will be clearly outlined.
- b. Sufficient time will be allowed for interested parties to respond. The deadline for accepting bids or proposals will be publicized.
- c. The Agency will retain the right to refuse any or all bids.

3. Noncompetitive Negotiations Procedures

Normally noncompetitive negotiation procedures will not be used. The procedures listed in A-102 will be utilized, if these methods are needed.

D. SELECTION PROCEDURES

1. Awards will be made to responsible responsive contractors that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.
2. Evaluating factors for selection of supplier/contractor/firm will be identified on a case-by-case basis.

3. When procuring materials, products or services within the agency, the Executive Director, with input from the Controller and the appropriate Program Director, will review offers and select the supplier/contractor/firm.
4. When possible minority owned and small businesses will be used.

E. PROCUREMENT RECORDS

The Agency will comply with Attachment O, Section 13, Uniform Administrative Requirements, Circular A-102.

F. CONTRACT PROVISIONS

Contracts will contain the provisions, which apply, set forth in Attachment O, Section 14, Uniform Administrative Requirements, Circular A-102, Contracts may contain an option clause to renew for additional years.

G. CONTRACT ADMINISTRATION

Contracts will be reviewed periodically by the Director of each program to ensure that the terms, conditions and specifications are adhered to.

H. GRIEVANCE PROCEDURES

1. Any unsuccessful offeror will have the right to protest the Agency's selection actions. The party will first discuss the matter with the Program Director.
2. If satisfaction is not experienced at the first step, the party will submit the protest to the next higher level of supervision (the Executive Director).
3. If the Executive Director cannot resolve the matter, it will be forwarded to the Board of Directors. The Board will consider the information at the next regular meeting. After this step is completed, the protest may be submitted to the appropriate funding source, if necessary.

NON-FEDERAL IN-KIND CONTRIBUTIONS

Each Program Director is responsible for the in-kind required for their program.

Program Directors, if required by grant, will submit in-kind contributions monthly to the Finance Department for proper recording.

Employees receiving the in-kind contribution prepares the voucher for non-federal share received, have the donor sign the form and then the employee signs and dates the voucher.

Vouchers for non-federal share are approved by the appropriate Program Directors and forwarded to the finance department at the end of each month.

The Program Director or designee completes and verifies the voucher and prepares a summary of all in-kind contributions received by each program during the month.

The Bookkeeper prepares the general entry to record the contributions for each program.

WRITTEN PROCEDURES FOR FIXED ASSET DISPOSITION

Accurate, current and complete disclosure of the financial results of each project or program shall be made in accordance with the financial reporting requirements of the grant or subgrant. Effective control and accountability shall be maintained for all grant or subgrant cash, real and personal property, and other assets. Grantee and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

1. There are proper classifications made between equipment and supplies and are reconciled to the grantee budget.
2. If equipment is "on loan" or "shared" with other organizations, the cost is allocated proportionally.
3. A complete physical inventory of property is taken at least every two years. The results are reconciled with the general ledger.
4. The property is adequately tagged or otherwise identified by each Program Director.
5. The property ledger is maintained so that any item of property can be located and identified.
6. The property ledger is balanced yearly against the appropriate general ledger accounts. All retirements and disposals are properly approved and recorded.
7. The damaged or lost properties are properly treated on the accounting records in the Finance Department.
8. The inventories of consumable supplies exceed \$500 in value have any adequate control.
9. The Executive Director or Administrative Assistant will approve fixed asset disposition in accordance with funding source guidelines.

LOSS, DAMAGE, OR DESTRUCTION

The Director will be immediately notified of all cases of loss, damage, or destruction of equipment; and will make a report to the Executive Director and/or Administrative Assistant and request relief of liability from the appropriate funding sources.

FISCAL AND REGULATORY COMPLIANCE

The EOAC, assures fiscal and regulatory compliance for the following guidelines:

- * Proposers not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988 and those not prepared to be in compliance with the Americans with Disabilities Act, as applicable, may not be awarded a contract. (See Attachment C).
- * The conduct of the parties to this RFP shall be in accordance with the provisions of the following laws, and with all applicable Rules and Regulations promulgated thereunder, as they may apply to the activity under this RFP:
 - . Titles VI and VII of the Civil rights Act of 1964, as amended
 - . Title IX of the Education Amendments of 1972, as amended
 - . The Age Discrimination Act of 1975, as amended
 - . Non-traditional Employment for Women Act of 1991, as amended

Federal Program Statutes:

- . 42 USC 9858 for CCDF and CCDBG
- . 42 USC 670-687 for title IV-E
- . 42 USC 1397 FOR title XX
- . 42 USC 1766 for FS & E&T

State Program Statutes:

- . State Constitution
- . Human Resources Code, especially Chapters 31 and 44
- . Labor Code, Especially Chapter 3-1 and 302
- . Government Code, especially Chapters 783 and 2105
- . Appropriations Act and its riders for the applicable biennium

Federal Program Regulations

- . 45 CFR 98 and 99 for CCDF
- . 7 CFR 270-277 for ES E&T
- . 45 CFR 96 for Title XX, SSBG
- . 45 CFR 74 or 92, as applicable based on the type of entity using the funds (codifies OMB Circulars A-102 and A-110)
- . OMB Circulars A-21, A-87, or A-122 for federal costs principles
- . OMB Circular A-133 for Single Audit

State Regulations and Issuances:

- . Uniform Grant Management Standards (UGMS)
- . State rules promulgated by Texas Workforce Commission (TWC) in the Texas Administrative Code, especially Chapters 800, 801, and 809
- . TWC policy manuals, plans, and issuances, including state plans submitted to federal funding sources, the Child Care Contractor Manual, in the Child Care Automated System User Guides, the Child Care Training Contractor Manual, the TWC Financial Manual for Contracts and Grants, Workforce Development Letters, and correspondence documenting clarifications and variances applicable to specific situations.

EOAC COMPLIANCE WITH RULES STATEMENT

The EOAC has Personnel Policies and Procedures plus addendum policies are utilized to assure compliance with Federal and State Laws that include the following:

- * Safety Policy
- * Drug Free Workplace Policy
- * COBRA Insurance
- * HIPPA (Health Insurance Portability and Accountability Act)
- * Sexual Harassment Policy
- * Worker's Compensation
- * Hatch Act (Lobbying)
- * State of Teas New Hire Reporting
- * Certification Regarding Debarment
- * Conflict of Interest (Personnel Policy)
- * Bloodborne Pathogen Policy
- * HIV/AIDS Policy
- * Personnel Policies and Procedures
- * Denotes included in proposal packet

- ① code of conduct
- ② Child Abuse Reporting
- ③ Standards of Conduct (HS)
- ④ Health Screenings
- ⑤

LIST OF ADMINISTRATIVE PERSONNEL

Executive Director.....	Johnette Hicks
Administrative Assistant.....	Terry McDaniels
Program Operations Manager/Community Programming....	Claudia Gooch
CCMS Director.....	Bobby Deike
Head Start Director.....	Debora Jones
Weatherization Director.....	Ray Martinez
Controller.....	Marsha Kirkpatrick
Assistant Controller.....	Doris Fields
Substance Abuse Counseling.....	Tammy Allen
Waco Charter School.....	Laura Middleton

**ECONOMIC OPPORTUNITIES ADVANCEMENT CORP.
PROCEDURES FLOW CHART**

	EMPLOYEES	PROGRAM DIRECTOR	SECRETARY ADMIN SEC. PROGRAM OPER. MGR	BOOKKEEPER	ASSISTANT CONTROLLER	CONTROLLER	EXECUTIVE DIRECTOR	BOARD	FUNDING SOURCE
I. CASH RECEIPTS									
A. RECEIPTS OF CASH OR CHECKS			(1) RECEIVE	(4) RECORD	(2) MAKE DEPOSIT	(3) REVIEW & DEPOSIT			
B. ORDER MONEY					(1) ORDER	(2) REVIEW			
II. CASH DISBURSEMENTS									
A. SUPPLIES	(1) REQUEST	(2) APPROVE	(4) PURCHASE (5) RECEIVE (6) DISBURSE			(3) REVIEW			
B. PURCHASE ORDERS (OVER \$10.00)	(1) REQUEST	(2) APPROVE	(4) PURCHASE (5) RECEIVE (6) DISBURSE			(3) APPROVE			
C. PAYMENT VOUCHER & INVOICE		(3) APPROVE	(1) PREPARE	(2) VERIFY		(4) APPROVE			
D. OUT OF COUNTY TRAVEL	(1) PREPARE	(2) APPROVE		(4) VERIFY			(3) APPROVE		
E. CHECK				(1) TYPE/WRITE (6) RECORD (7) FILE	(5) DISBURSE	(2) REVIEW	(3) SIGN	(4) SIGN (ONE BOARD MEMBER)	
F. BANK RECONCILIATION			(1) RECEIVE	(2) RECONCILE	(3) REVIEW	(4) APPROVE			
III. PAYROLL									
A. TIME SHEETS	(1) PREPARE	(2) APPROVE		(3) VERIFY					
B. PAYROLL		(3) DISBURSE		(1) PREPARE FORM (4) RECORD DATA (5) FILE		(2) DELIVER TO BANK			
C. TAX REPORTS			(2) TYPE	(5) FILE	(1) PREPARE	(3) REVIEW	(4) APPROVE & SIGN		
D. PAYROLL CHANGE REPORTS		(1) PREPARE (2) SIGN	(3) REVIEW (6) FILE	(5) MAKE CHANGES			(4) APPROVE		
IV. IN KIND CONTRIBUTIONS									
A. VOLUNTEER OR DONATION	(1) REQUEST	(2) APPROVE		(5) MAKE GE ENTRY (6) FILE	(3) VERIFY (4) APPROVE				
V. INVENTORY									
A. PURCHASE OF EQUIPMENT	(1) REQUEST	(2) APPROVE	(6) PURCHASE (7) MARK	(8) PROPERTY LEDGER		(3) REVIEW	(4) APPROVE		(5) APPROVE
B. INVENTORY		(1) PREPARE	(1) PREPARE	(3) INPUT IN COMPUTER		(2) REVIEW	(4) APPROVE		

	EMPLOYEES	PROGRAM DIRECTOR	SECRETARY ADMIN SEC. PROGRAM OPER. MOR	BOOKKEEPER	ASSISTANT CONTROLLER	CONTROLLER	EXECUTIVE DIRECTOR	BOARD	FUNDING SOURCE
VI. GENERAL									
A. GENERAL JOURNAL ENTRIES				(1) PREPARE	(2) APPROVE	(3) REVIEW			
B. GENERAL LEDGER				(1) POST (2) POST ENTRY (3) TRIAL BALANCE	(4) REVIEW				
C. MONTHLY REPORT (BOARD)		(2) REVIEW				(1) PREPARE	(2) REVIEW	(3) APPROVE	
D. FINANCIAL REPORTS (FUNDING SOURCE)			(2) TYPE			(1) PREPARE	(3) SIGN		(4) APPROVE
E. TELEPHONE LOG	(1) PREPARE	(2) REVIEW		(3) RECONCILE	(4) APPROVE				
F. GRANT PROPOSAL (BUDGET)		(1) PREPARE	(1) PREPARE (2) TYPE			(1) PREPARE	(1) PREPARE	(3) APPROVE	(3) APPROVE

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MONTHLY FINANCIAL REPORT FOR August 2000

	APPROVED BUDGET		EXPENDITURES		CUMULATIVE		REMAIN BALANCE		USED %	ALLO %	GRANT ENDS DATE
	GRANT	IN-KIND	GRANT	IN-KIND	GRANT	IN-KIND	GRANT	IN-KIND			
CSBG PROGRAMS:											
Administration (1)	435,255	0	29,798	0	326,488	0	188,847	0	75% / 67%		12/31/00
#HS HEAD START PROGRAMS: (2)											
Head Start	1,423,977	366,478	375,368	36,381	1,289,887	81,535	214,978	284,935	85% / 33%		04/30/01
Bilingual	145,843	46,683	25,628	0	62,584	18,488	83,339	36,195	43% / 33%		04/30/01
Training/Tech Assist	41,985	0	454	0	18,853	0	31,852	0	26% / 33%		04/30/01
TOTAL HEAD START	1,611,725	413,873	481,434	36,381	1,282,365	91,942	329,368	321,131	88% / 33%		04/30/01
TEXAS WORKFORCE COMM:											
Child Care Mgmt Srv. (3)	793,413	0	69,942	0	793,413	0	0	0	100% / 100%		08/31/00
E.C.D.R. - 38 QIA (3)	187,334	0	25,254	0	77,454	0	29,888	0	72% / 100%		08/31/00
C.C.T.P. - 39 CT (3)	73,833	0	5,461	0	58,494	0	15,338	0	79% / 100%		08/31/00
CCMS Child Care \$ (3)	5,511,311	0	356,182	0	4,772,478	0	738,841	0	87% / 100%		08/31/00
Food Program (FYNS) (2)	428,888	0	18,623	0	428,723	0	(723)	0	100% / 92%		09/30/00
TEXAS DEPT COMM AFFAIRS:											
DOE EXDM Weatheriz. (4)	95,822	0	19,788	0	58,578	0	45,244	0	53% / 42%		03/31/01
LINEAP - EMWP & WAP (4)	88,297	0	24,478	0	34,657	0	53,648	0	39% / 42%		03/31/01
WAP - TU (4)	31,142	0	4,378	0	13,558	0	17,592	0	44% / 42%		03/31/01
TEXAS NEW MEXICO (4)	22,875	0	0	0	0	0	22,875	0	8% / 100%		08/31/00
C.E.A.P. (5)	941,458	0	216,189	0	334,391	0	687,859	0	36% / 67%		12/31/00
STRIPPER WELL (4)	4,684	0	0	0	0	0	4,684	0	8% / 100%		08/31/00
E.O.A.C. - Home (5)	15,935	0	1,397	0	1,397	0	14,538	0	9% / 33%		04/30/01
Brazos Electric Co-Op (4)	48,334	0	0	0	0	0	48,334	0	8% / 33%		04/30/01
CITY OF WACO											
Homeless Trans.Shelter (5)	16,388	0	0	0	6,828	0	18,288	0	37% / 83%		18/31/00
CITY OF WACO CCS (3)	38,888	0	0	0	21,864	0	8,936	0	78% / 83%		18/31/00
TEXAS EDUCATION AGENCY											
WACO CHARTER SCHOOL (7)	1,863,383	0	61,681	0	385,494	0	757,889	0	29% / 33%		04/30/01
Title-441,738/TEA-475,888	47,363	0	8,778	0	8,778	0	38,585	0	19% / 100%		08/31/00
76787 Grant (7)	78,288	0	0	0	78,288	0	0	0	100% / 100%		08/31/00
TOTAL WCS	1,888,946	0	78,459	0	392,552	0	796,394	0	33% / 100%		08/31/00
OTHER:											
TYC/Alcohol Drug (6)	158,888	0	6,288	0	16,334	0	133,666	0	11% / 100%		08/31/00
Emergency Food/Shelter (4)	18,888	0	(98)	0	18,888	0	0	0	100% / 92%		09/30/00
EDAC - Special (1)	8	38,939	0	2,288	0	2,288	0	28,731	8% / 8%		04/30/01
GRAND TOTAL ALL GRANTS:	11,587,776	444,812	1,241,381	38,589	8,611,878	94,158	2,975,986	349,862	74%		-

- *FEDERAL
- Johnette Hicks — (1)
 - Debora Jones — (2)
 - Bobby Deike — (3)
 - Ray Martinez — (4)
 - Claudia Gooch — (5)
 - Tammy Allen — (6)
 - Lorita Manning — (7)

5 (← Homes Rented

PROGRAM: Waco Charter School
 MONTH: August 2000

	Approved Budget		Current Month Exp		Cumulative To Date		Remain. Balance	% Budget Used
	Federal	Non-Fed.	Federal	Non-Fed.	Federal	Non-Fed.		
PERSONNEL:								
Salaries	626,997	0	29,198	0	169,382	0	457,615	27%
Fringe	78,313	0	3,375	0	23,506	0	54,807	30%
TOTAL PERSONNEL	705,310	0	32,573	0	192,888	0	512,422	27%
NON-PERSONNEL:								
Travel	0	0	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0	0	0%
76707	78,280	0	0	0	78,280	0	0	100%
Contractual	357,993	0	29,108	0	112,606	0	245,387	31%
Title I	47,363	0	8,778	0	8,778	0	38,585	19%
TER Title	0	0	0	0	0	0	0	0%
TOTAL NON-PERSONNEL	483,636	0	37,886	0	199,664	0	283,972	41%
GRAND TOTALS	1,188,946	0	70,459	0	392,552	0	796,394	33%

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CHAPTER 1 INTRODUCTION

The Regional Service Center Computer Cooperative (RSCCC) Business System combines power and flexibility with ease of use to provide you with an efficient method for maintaining your district business records. The menu-driven system puts numerous functions right at your fingertips. The goal of the RSCCC is to provide you with a system designed to fit your needs. Through constant evaluation by our staff and by you, the user, we have developed a system for the financial management of your district.

THE BUSINESS SYSTEM

The RSCCC Business System consists of two major systems. The two systems are **Finance** and **Human Resources**. **Human Resources** includes systems for **Payroll** and **Personnel**. In addition to these systems, the Business system also offers systems which maintain information on **Budget**, **Amended Budget**, **Fixed Assets**, and **Check Reconciliation**.

The Finance System is at the center of the business system. The Payroll, Budget and Amended Budget systems provide the Finance System with specific information. Payroll interacts with Personnel for maintaining staff information. Payroll expenses are transferred to the finance system after each payroll is run, eliminating manual journal entries to record these transactions.

The Check Reconciliation System works with both Payroll and Finance to provide a computerized means for reconciling your checking accounts. It is actually two systems in one: A Payroll check reconciliation system and a Finance check reconciliation system, as reflected by the Check Reconciliation System main menu.

The Budget System allows you to work on a budget for the next school year without affecting the current year budget or the general ledger current financial records. Once the budget is adopted, the values are transferred to the general ledger in the Finance System.

The Amended Budget System allows you to work on proposed budget changes without affecting the current approved budget. Once the amended budget is approved, the values are transferred to the general ledger in the Finance System.

Fixed Assets is a program which gives you the ability to easily manage the inventory records associated with the district fixed assets. This portion of the business system interacts only with the Finance System.

THE HUMAN RESOURCES SYSTEM

THE PAYROLL SYSTEM

The RSCCC Payroll System provides you with the necessary functions for maintaining district payroll activity. The system allows for a great deal of flexibility when setting up the system.

The district establishes user-defined leave types and deduction codes. Other tables and rates used in calculation of employee salaries are standard, but must be maintained by the district payroll personnel. The system provides for easy maintenance of these tables.

The information required by the system for each employee is grouped by screens. You enter demographic, pay, deduction, distribution, and leave information for each employee. You can also enter responsibility and permit data for employees.

Once the system is established, you can begin running the payroll process. This process involves entering transmittals, running calculations, and printing payroll checks and required reports. You have the option to post the information from the payroll system to the Finance system. The system also provides for payroll adjustments and a supplemental payroll run process.

The Payroll System provides you with a wide variety of payroll reports. For each type of employee listing available, the system gives you several sorting options. Reports required by the TRS and TEC are available on the reports menu. Proof lists are provided for transactions entered in the payroll system. A check register, payroll journal, account distribution journal and various employee status reports are also available. In addition to all of these pre-defined reports, the system provides you with a report generator that allows you to customize payroll reports for the district.

The Payroll System also provides a means for setting up information which will be used next year without having to close out the current year first. Chapter 13 describes how to use the Next Year Files feature of the Payroll/Human Resource system.

THE PERSONNEL SYSTEM

The RSCCC Human Resources Personnel System provides you with the necessary functions for maintaining employee information and setting up salary guidelines and tables. The system interacts with the RSCCC Payroll System so that information entered via the Demographic Screens is available to both Payroll and Personnel.

The Salary and Codes tables provide the Payroll system with information needed to run the Next Year Salary Calculations functions, and both systems with needed employee information. The Local Salary Table provides a means of setting user-defined salary grades and steps.

The table initialization program furnishes a set of pre-coded tables, including the State Foundation Salary Table, which is accurate per the TRS Payroll Reporting Procedures Manual. The initialization process is selective, so that the user loads only the tables which the district can use at present, thus conserving disk space. A separate tables diskette allows the user to load other tables as the need arises.

The Personnel system provides several information and verification reports and a Federal EEOC Report. It also prints rolodex address cards, teacher service record labels, and employee mailing labels.

The RSCCC Human Resources system consists of the Payroll and Personnel Systems. These systems interact to provide you with a comprehensive method for maintaining your employee data and conducting your payroll operations.

INFORMATION SECURITY

The Human Resources system contains sensitive information which must be protected both to maintain employee privacy and to insure against misuse. Therefore, the Human Resources System allows the option to use up to four levels of password security.

To provide adequate security, the Main Menu to the Human Resources System can be protected by a password. The Payroll, Personnel, and File Control Menus can also be password protected. Each of these menus can be protected by a separate password, if desired. Chapter 6 describes the levels of password protection and the methods for setting up passwords.

Certain screens and fields in Payroll and Personnel can only be edited through one system, although the information may be displayed via either system. Successful interaction of the two systems depends upon proper setup of the Payroll Control Maintenance Screen and the Payroll Control Record Update Screen.

METZGAR & TRAPLENA, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

JERRY C. METZGAR, C.P.A.
FRANK W. TRAPLENA, C.P.A.
RON SULLIVAN, C.P.A.

4216 FRANKLIN AVENUE
WACO, TEXAS 76710-6944

PHONE (254) 751-1133
FAX (254) 751-1135

December 13, 1999

Economic Opportunities Advancement Corporation
500 Franklin Avenue
Waco, Texas 76701-2111

In planning and performing our audit of the financial statements of Economic Opportunities Advancement Corporation for the year ended April 30, 1999 procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. We previously reported on the Organization's internal control in our report dated December 13, 1999. This letter does not affect our report dated December 13, 1999, on the financial statements of Economic Opportunities Advancement Corporation.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Respectfully,


METZGAR & TRAPLENA, L.L.P.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
MANAGEMENT POINTS
APRIL 30, 1999

GENERAL LEDGER

Finding: The financial department does not appear to be utilizing the cash receipts journal software in its general ledger program. Cash receipts are currently being entered as general journal entries.

Effect: Cash receipts entries are co-mingled with other general journal entries and it is not possible to print a deposit register (similar to the check register) for analytical and bank reconciliation purposes.

Recommendation: We recommend that all cash receipts (direct deposits and otherwise) be posted to the cash receipts journal.

Client Response: We are currently coding all cash receipts to the cash receipts journal.

PAYROLL

Finding: During our test of the payroll system, we noted that the gross wages on the TWC report do not agree with the medicare wages on Form 941 for 3 out of 4 quarters tested. Normally all wages are subject to medicare (including Charter School). It appears that the difference is attributable to the Charter School report, Form C-3, not agreeing with the total Charter School wages paid for the quarter.

Effect: TWC taxable wages may be under-reported.

Cause: Quarterly payroll reports are not compared for agreement.

Recommendation: Quarterly payroll reports should be compared and any differences in medicare wages and gross TWC wages should be reconciled.

Client Response: Quarterly payroll reports will be compared and any difference in medicare wages and gross TWC wages reconciled by the controller's designee.



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

FERNANDO VILLARREAL
PRESIDENT

SUSAN COPELAND
1ST VICE PRESIDENT

CURTIS MARTIN
2ND VICE PRESIDENT

LINDA ETHRIDGE
SECRETARY

ELISA RAINEY
TREASURER

JOHNETTE HICKS
EXECUTIVE DIRECTOR

CORRECTIVE ACTION PLAN

January 26, 2000

Department of Health and Human Services

Economic Opportunities Advancement Corporation of Planning Region XI respectfully submits the following corrective action plan for the year ended April 30, 1999.

Name and address of independent public accounting firm: Metzgar and Traplena, L.L.P., 4216 Franklin Avenue, Waco, Texas 76710

Audit period: May 1, 1998 thru April 30, 1999.

The findings from the April 30, 1999 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

MANAGEMENT POINTS

CASH RECEIPTS

The financial department does not appear to be utilizing the cash receipts journal software in its general ledger program. Cash receipts are currently being entered as general journal entries.

RESPONSE

We are currently coding all cash receipts to the cash receipts journal.

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MANAGEMENT POINTS

PAYROLL

During our test of the payroll system, we noted that the gross wages on the TWC report do not agree with the Medicare wages on Form 941 for 3 out of 4 quarters tested. Normally all wages are subject to Medicare (including Charter School). It appears that the difference is attributable to the Charter School report, Form C-3, not agreeing with the total Charter School wages paid for the quarter.

RESPONSE

Quarterly payroll reports will be compared and any differences in Medicare wages and gross TWC wages reconciled by the Controller's designee.

FINDING - FINANCIAL STATEMENTS AUDIT

Reportable conditions.

99-1 In-Kind

Condition: Computer generated in-kind reports used to accumulate and report monthly data are not reviewed for mathematical accuracy.

Criteria: Internal controls should be in place that provide reasonable assurance that the formulas in the computer generated in-kind reports are calculating correctly.

Effect: Because of the failure to review the computer generated reports, the amount of in-kind could be incorrectly stated in the financial statements. Also, in correct in-kind totals could result in failing to meet the related matching requirements.

Auditor's Recommendation: Procedures should be implemented requiring a knowledgeable person to randomly test several classroom calculations that contain both donated items and donated services.

RESPONSE

A knowledgeable person will be assigned to randomly test several classroom calculations that contain both donated items and donated services. These totals will be compared to the classroom totals noting agreement of amount. This person will note the classrooms tested on the cover page of the monthly in-kind report and will initial the cover page denoting agreement of the amounts tested.

FINDING

99-3 Grant No. 06Ch5059/33 - Year ended April 30, 1999

Condition and Criteria: The contract with the Department of Health and Human Services required a monthly enrollment level of 837 (excluding the first 30 days and the last 60 days of the school year). The grantee's enrollment was under 837 pupils for seven (7) months of the contract period.

Effect: The grantee did not meet the contract enrollment requirements.

Cause: The grantor did not approve the acquisition of additional facilities necessary to provide the required classroom space to provide services to 837 pupils.

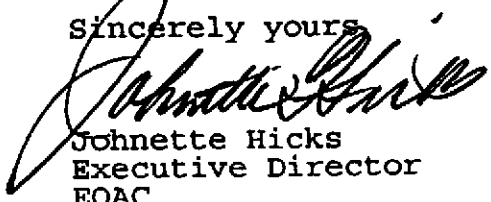
Auditor's Recommendation: The grantee should obtain amended contracts or other written documentation from grantors rather than relying on oral assurances.

RESPONSE

The EOAC Head Start Program received expansion in January, 1999 from 805 to 837 children. The EOAC Head Start was permitted to determine the beginning of service delivery for the expansion (immediately or at the beginning of the next school year). EOAC reached full enrollment in August of 1999 (beginning of the new school year).

If the Department of Health and Human Services has questions regarding this plan, please call Marsha Kirkpatrick at (254) 753-0331.

Sincerely yours



Johnette Hicks
Executive Director
EOAC

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI
WACO, TEXAS
FINANCIAL STATEMENTS WITH ACCOUNTANTS' REPORT
APRIL 30, 1999

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METZGAR & TRAPLENA, L.L.P.
Certified Public Accountants
4216 Franklin Avenue
Waco, TX 76710-6944
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

We have audited the accompanying statement of financial position of Economic Opportunities Advancement Corporation (a nonprofit organization) as of April 30, 1999, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides 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 Economic Opportunities Advancement Corporation as of April 30, 1999, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated December 13, 1999, on our consideration of Economic Opportunities Advancement Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Economic Opportunities Advancement Corporation taken as a whole. The accompanying supplementary grant revenue and expense schedules per program are presented for purposes of additional analysis and is not a required part of the basic

financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is 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.

Metzgar & Traplena
METZGAR & TRAPLENA, L.L.P.

Waco, Texas
December 13, 1999

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
APRIL 30, 1999

ASSETS	
Cash	\$ 324,443
Grant and reimbursement receivable	1,235,001
Prepaid expenses	63,710
Property, net	<u>100,039</u>
TOTAL ASSETS	<u>\$ 1,723,193</u>
LIABILITIES	
Accounts payable	\$ 916,197
Accrued expenses	105,963
Due to funding sources	—
Advances from funding sources	109,234
Long-term debt	80,709
Deferred support	347,440
Security deposit	<u>—</u>
TOTAL LIABILITIES	<u>1,559,543</u>
NET ASSETS	
Unrestricted	75,654
Temporarily restricted	87,996
Permanently restricted	<u>—</u>
TOTAL NET ASSETS	<u>163,650</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,723,193</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF ACTIVITIES
YEAR ENDED APRIL 30, 1999

	<u>UNRE- STRICTED ASSETS</u>	<u>TEMPO- RARIALLY RESTRICTED ASSETS</u>	<u>TOTAL</u>
SUPPORT:			
Donated services, materials and facilities	\$ 1,016,622	\$ 88,884	\$ 1,105,506
Special events and other	64,871	75,173	140,044
Federal and state financial awards	12,430,947	214,090	12,645,037
Interest	2,512	250	2,762
Net assets released from restrictions	—	—	—
Restrictions satisfied by payments	335,860	(335,860)	—
TOTAL SUPPORT, REVENUES, AND RECLASSIFICATIONS	<u>13,850,812</u>	<u>42,537</u>	<u>13,893,349</u>
EXPENSES			
Program Services:			
Personnel	3,583,294	—	3,583,294
Fringe benefits	829,177	—	829,177
Travel	49,201	—	49,201
Equipment	16,490	—	16,490
Supplies	812,694	—	812,694
Contractual	591,778	—	591,778
Other	1,578,645	—	1,578,645
Client services	5,756,751	—	5,756,751
Depreciation	9,290	—	9,290
Indirect costs	90,009	—	90,009
Interest expense	5,447	—	5,447
TOTAL PROGRAM SERVICES	<u>13,322,776</u>	<u>—</u>	<u>13,322,776</u>
Support Services:			
Personnel	117,980	—	117,980
Fringe benefits	76,652	—	76,652
Travel	10,531	—	10,531
Equipment	2,658	—	2,658
Supplies	14,341	—	14,341
Contractual	37,345	—	37,345
Other	149,401	—	149,401
TOTAL SUPPORT SERVICES	<u>408,908</u>	<u>—</u>	<u>408,908</u>
TOTAL EXPENSES	<u>13,731,684</u>	<u>—</u>	<u>13,731,684</u>
CHANGE IN NET ASSETS	119,128	42,537	161,665
NET ASSETS, BEGINNING OF YEAR	(42,549)	45,459	2,910
RETURNS TO FUNDING SOURCE	(925)	—	(925)
NET ASSETS, END OF YEAR	<u>\$ 75,654</u>	<u>\$ 87,996</u>	<u>\$ 163,650</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF CASH FLOWS
YEAR ENDED APRIL 30, 1999

CASH FLOWS FROM OPERATING ACTIVITIES

DECREASE IN NET ASSETS	\$ 161,665
ADJUSTMENTS TO RECONCILE DECREASE IN NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES:	
Depreciation	9,290
(Increase) decrease in operating assets:	
Grant and reimbursement receivable	(345,360)
Prepaid expenses	(386)
Increase (decrease) in operating liabilities:	
Accounts payable	184,320
Accrued expenses	14,953
Advances from funding sources	(13,753)
Deferred support	135,797
Security deposit	(363)
NET CASH PROVIDED BY OPERATING ACTIVITIES	146,163
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of equipment	(43,556)
NET CASH USED BY INVESTING ACTIVITIES	(43,556)
CASH FLOWS FROM FINANCING ACTIVITIES	
New borrowing	35,000
Payments on long-term debt	(18,294)
NET CASH PROVIDED BY FINANCING ACTIVITIES	16,706
NET INCREASE IN CASH AND CASH EQUIVALENTS	119,313
BEGINNING CASH AND CASH EQUIVALENTS	206,055
ENDING CASH AND CASH EQUIVALENTS	325,368
FUNDS RETURNED TO FUNDING SOURCE	(925)
ENDING CASH AND CASH EQUIVALENTS	\$ 324,443

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 1999

NOTE A: NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Economic Opportunities Advancement Corporation is a nonprofit corporation chartered by the State of Texas and organized for the purpose of providing community services in the counties of McLennan and Falls. The Corporation is funded principally through direct federal grants from the Department of Health and Human Services and various grants passed through Texas State Agencies. Local support is in the form of contributions and donated services.

Activities include operating Head Start Centers for qualified children, contracting with providers of day care services for children under the Child Care Management Program and the weatherization of personal residences. The EOAC also operates a charter school.

Grants

Except for the Food Program and the Charter School Funds federal and state funds are considered "exchange transactions" therefore SFAS No. 116 does not apply. Grant revenues are reported as an increase in the unrestricted class of net assets when the revenue is earned. Unearned grant revenue is reported as deferred support and classified as a liability.

Local Support

Contributions and funds for the Food Program and the Charter School are reported in accordance with FASB No. 116 as an increase to net assets when the amount receivable is determined. Restricted net assets are reclassified to unrestricted as the restrictions are satisfied.

Donated Services, Materials and Facilities

The value of donated services, materials and facilities pertaining to the Head Start Program are recorded as unrestricted support when received. An equal amount is charged to the appropriate expense accounts. During the year ended April 30, 1999 the value of donated services, materials and facilities recorded was \$1,105,506.

The value of donated services, materials and facilities pertaining to the charter school are recorded as temporarily restricted support when received. An equal amount is charged to the appropriate expense accounts. During the year ended April 30, 1999, the amount of this charge was \$88,884.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 1999

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.

Financial Statement Presentation

The accompanying financial statements have been prepared in accordance with Statement of Financial Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Organization 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. In addition, the Organization is required to present a statement of cash flows.

Equipment

1. Grant Award Equipment

Except for the Charter School, in accordance with grant award budgets approved by funding sources, equipment is charged to expenditures in the period during which it is purchased instead of being recognized as an asset and depreciated over its useful life. Further, equipment lease payments are charged to expenditures when paid instead of equipment being capitalized and depreciated. As a result, the expenditures reflected in the statement of activity include the cost of equipment purchased or leased during the year rather than a provision for depreciation.

The equipment acquired is owned by Economic Opportunities Advancement Corporation while used in the program for which it was purchased or in other future authorized programs. The funding sources, however, have a reversionary interest in the equipment purchased with grant funds; therefore, its disposition, as well as the ownership of any sale proceeds therefrom, is subject to funding source regulations.

2. Nongrant Award Equipment

It is the Agency's policy to capitalize and depreciate over the useful life any equipment purchased with nongrant awards. These financial statements reflect no such equipment.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 1999

Building

1. Grant Award Building

In accordance with the grant award budgets the down payment on a building for the Head Start Program was charged to expenditures in a prior year. The monthly payments are also charged to expenditures when made. The building is owned by Economic Opportunities Advancement Corporation while used in the program for which it was purchased or in other future authorized programs. The funding source, however, has a reversionary interest in the building purchased with grant funds; therefore, its disposition, as well as the ownership of any sale proceeds therefrom, is subject to funding source regulations.

2. Nongrant Award Building

Economic Opportunities Advancement Corporation owns an office building (see Note B). The building is valued at the estimated market value at the date that it was donated to the Agency. Depreciation is computed using the straight-line method over 18 years. Actual building costs are allocated to grants based upon square footage occupied by each program.

Inventory

Minor materials and supplies are charged to expense during the period of purchase. As a result, no inventory is recognized on the statement of financial position.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 1999

Accrued Annual Leave

Vacation pay is recognized as expense in the period when it is earned for the Head Start, CSBG, Childcare Management, Weatherization for Low Income Persons, and Child Care Food Program. Accrued vacation pay earned, but not paid, at April 30, 1999, is \$105,963. The accumulated leave for employees of the charter school has not been quantified.

Cost Allocation

Joint costs are allocated to benefitting programs using various allocation methods, depending on the type of joint cost being allocated. Joint costs are those costs incurred for the common benefit of all agency programs, but which cannot be readily identified with a final cost objective. Cost allocation methods are as follows:

Personnel

Organization administrative and financial personnel (executive director, fiscal director, financial assistants, etc.) record the time they spend working on specific programs and general agency matters on their time sheets. To the extent provided by the budget, the time specifically identifiable to a particular program is charged to that program. The time spent on general agency matters is charged to the CSBG program.

Building

Space costs (maintenance costs, supplies, etc.) are allocated based on the number of square feet of space each program occupies. Space occupied by administrative staff is allocated based upon the allocation of the administrative staff's time.

Copy Costs

A record is maintained of copies made for each program. Copy costs are charged to programs based on the number of copies per program.

Insurance

Insurance is allocated to benefitting programs depending on the equipment, space or people covered by the insurance.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 1999

Other Joint Costs

Other joint costs (telephone, computer usage, etc.) are allocated to Organization programs based on the amounts used by each program.

Interprogram Services

The Community Services Block Grant (CSBG) program is reimbursed by other Economic Opportunities Advancement Corporation programs for administrative services provided to the other programs. The appropriate CSBG expense account is reduced for such reimbursements and the benefitting programs are charged with the expense.

Concentration of Risks

The Organization primarily transacts its business with one financial institution. The amount on deposit in that one institution at times exceeded the \$100,000 federally insured limit. Subsequent to April 30, 1999, the Organization entered into a collateral agreement as provided for in the Public Funds Collateral Act of 1989 (Chapter 2257 of the Texas Government Code) with the institution.

NOTE B: PROPERTY AND BUILDING

Donated land and building, and accumulated depreciation at April 30, 1999, are summarized as follows:

Land	\$ 10,000
Building	<u>100,000</u>
	110,000
Less accumulated depreciation	<u>55,557</u>
SUBTOTAL	54,443
Charter School:	
Vehicle	2,000
Furniture and equipment	48,838
Less accumulated depreciation	<u>5,242</u>
NET	<u>\$100,039</u>

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 1999

NOTE C: NOTES PAYABLE

Notes payable consists of the following:

Note payable to a bank with interest at 8.25% due July 30, 1999. The note is unsecured.	\$44,980
Note payable to a bank with interest at 9.25% due in monthly installments of \$2,558 including interest.	<u>35,729</u>
	<u>\$80,709</u>

Maturities of long-term debt are as follows:

For year ended April 30		
	2000	\$ 73,563
	2001	<u>7,146</u>
Total		<u>\$ 80,709</u>

Note Payable - Building

As explained in Note A the building acquired with DHHS funds for use in the Head Start Program is not recorded on the EOAC books. The unrecorded note payable is payable to a family trust due in monthly payments of \$7,783 with interest at the rate of 10%. Future principal payments on the note are as follows:

For year ended April 30		
	2000	\$ 87,068
	2001	<u>15,374</u>
Total (Balance April 30, 1999)		<u>\$102,442</u>

NOTE D: COMMITMENTS AND CONTINGENCIES

The Organization participates in a number of federally assisted grant programs. These programs are subjected to program compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 1999

The Organization leases certain real property and equipment with terms extending beyond one year. The leases are classified as operating leases with future minimum rentals as follows:

Fiscal year ending April 30		
	2000	\$ 232,925
	2001	229,234
	2002	156,026
	2003	117,939
	2004	<u>105,194</u>
	TOTAL	<u>\$ 841,318</u>

NOTE E: PENSION PLANS

The Organization has adopted a pension plan for the benefit of all of its eligible employees. The Organization made contributions to the plan for the fiscal year ended April 30, 1999 in the amount of \$91,139, equal to 3% of each participant's annual salary.

NOTE F: DEFINED BENEFIT PENSION PLAN

Plan Description. Waco Charter School 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 transfer 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, under the TRS Publications heading.

Funding Policy. State law provides for fiscal years 1997, 1998 and 1999 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

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 1999

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 the particular action, the time required to amortize TRS's 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 Waco Charter School's employees for the years ended April 30, 1997, 1998 and 1999 were \$7,424, \$16,879, and \$23,839, respectively.

NOTE G: HEALTH CARE COVERAGE

During the year ended April 30, 1999 employees of the EOAC were covered by a health insurance plan (the Plan). The EOAC contributed \$180 per month through April 1, 1999 and \$199 per month for April 1999 per employee to the plan and employees, at their option, authorized payroll withholdings to pay contributions or premiums for coverage of dependents. Contributions or premiums were paid to a fully insured plan with Blue Cross Blue Shield, a licensed insurer. The plan was documented by contractual agreement.

The contract between the EOAC and the licensed insurer is renewable April 1, 1999 and terms of coverage and contributions costs are included in the contractual provisions.

NOTE H: RELATED PARTY TRANSACTIONS

A member of the Board of Directors is the spouse of a sole proprietor who provides services for the Head Start Program. The total compensation for these services for the fiscal year ended April 30, 1999 was \$25,225.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE PERIOD ENDED APRIL 30, 1999

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
DIRECT PROGRAMS				
FEDERAL EMERGENCY MANAGEMENT AGENCY				
Emergency Food and Shelter Board	83.523	15-8234-00	10-01-97 to 09-30-98	\$ 6,387
Emergency Food and Shelter Board	83.523	15-8234-00	10-01-98 to 09-30-99	1,474
				<u>7,861</u>
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES				
Head Start	93.600	N/A	05-01-98 to 04-30-99	<u>3,926,811</u>
Title IV-B, Part 2, Community Youth Development	93.560	99-161801		<u>104,013</u>
Passed Through Texas Department of Housing and Community Affairs				
Community Services Block Grant	93.569	613037	01-01-98 to 12-31-98	289,336
Community Services Block Grant	93.569	613037	01-01-99 to 12-31-99	81,415
				<u>370,751</u>
CEAP	93.568	587037	01-01-98 to 12-31-98	1,506,316
CEAP	93.568	587037	01-01-99 to 12-31-99	150,407
				<u>1,656,723</u>
LIHEAP Weatherization Program	93.568	817037	04-01-98 to 03-31-99	107,980
LIHEAP Weatherization Program	93.568	817037	04-01-99 to 03-31-00	—
				<u>107,980</u>
Emergency Community Service Homeless Grant Program	93.572	665037	04-01-95 to 08-31-96	—
Passed Through Texas Workforce Commission				
CCMS ECDR	93.575	0715Y00	09-01-97 to 08-31-98	16,622
CCMS ECDR	93.575	0715Y00	09-01-98 to 08-31-99	130,591
				<u>147,213</u>
CCMS Child Care Training	93.575	0715Y00	09-01-97 to 08-31-98	30,384
CCMS Child Care Training	93.575	0715Y00	09-01-98 to 08-31-99	42,965
				<u>73,349</u>
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				<u><u>6,386,840</u></u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE PERIOD ENDED APRIL 30, 1999

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
U.S. DEPARTMENT OF AGRICULTURE:				
Passed Through Texas Department of Human Services:				
Child and Adult Care Food Program	10.558	TX161-0005	10-01-97 to 09-30-98	\$ 109,097
Child and Adult Care Food Program	10.558	TX161-0005	10-01-98 to 09-30-99	171,725
				<u>280,822</u>
Passed Through Texas Workforce Commission:				
CCMS On-Going Operations	(1) N/A	07150Y00	09-01-97 to 08-31-98	248,987
CCMS On-Going Operations	(1) N/A	07150Y00	09-01-98 to 08-31-99	462,741
				<u>711,728</u>
CCMS Child Care	(1) N/A	07150Y00	09-01-97 to 08-31-98	1,237,395
CCMS Child Care	(1) N/A	07150Y00	09-01-98 to 08-31-99	2,584,199
				<u>3,821,594</u>
U.S. DEPARTMENT OF EDUCATION				
Passed Through Texas Department of Education:				
ESEA Title I Part A-Improving Basic Progra	84.010A	9610101161 801		40,683
ESEA Title VI-Innovative Ed. Strategies	84.298A	9685001161 801		1,000
	84.282A	9590001120 13099		29,799
				<u>71,482</u>
U.S. DEPARTMENT OF ENERGY				
Passed Through Texas Department of Housing and Community Affairs:				
Weatherization Assistance for Low-Income Persons	81.042	567037	04-01-98 to 03-31-99	59,065
Weatherization Assistance for Low-Income Persons	81.042	567037	04-01-99 to 03-31-00	6,193
				<u>65,258</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed Through the City of Waco:				
Emergency Shelter Grants Program	14.231	243-4533-555	10-01-97 to 09-30-98	12,500
Emergency Shelter Grants Program	14.231	244-4533-555	10-01-98 to 09-30-99	6,400
				<u>18,900</u>
Passed Through Texas Department of Housing and Community Affairs:				
Owner Occupied Housing Assistance	14.239	532501	08-01-97 to 11-30-98	9,934
				<u>11,374,419</u>
TOTAL ALL FEDERAL AWARDS				<u>11,374,419</u>

(1) During the year ended April 30, 1999, funds received included both federal and non-federal awards. The grantor has not provided the Organization with the amount of federal funds included nor the CFDA No. Therefore the full amount is included as federal awards. Funds in the amount of \$693 were returned to the funding source and deducted from current period receipts (\$281,256 - \$693 = \$280,563).

See accompanying notes to Schedule of Expenditures of Federal Awards.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE PERIOD ENDED APRIL 30, 1999

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
STATE AWARDS:				
Passed Through Texas Department of Housing and Community Affairs:				
Temporary Emergency Relief Program	N/A	528037	09-01-97 to 08-31-98	\$ 26,447
Temporary Emergency Relief Program	N/A	528037	09-01-98 to 08-31-99	<u>12,511</u>
				<u>38,958</u>
Energy Policy Act	N/A	C-950006	05-15-95 to 05-14-99	<u>192,285</u>
TU Electric Weatherization Piggy- back program	N/A	466037		<u>38,008</u>
Passed Through Texas Education Agency:				
Waco Charter School	N/A	77590105		<u>935,423</u>
Passed Through Texas Youth Commission:				
Chemical Dependency Counseling	N/A	SS98121	09-01-97 to 08-31-99	<u>20,004</u>
TOTAL STATE AWARDS				<u>1,224,678</u>
TOTAL FEDERAL AND STATE AWARDS				\$ <u>12,599,097</u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED APRIL 30, 1999

NOTE A: BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards includes the federal grant activity of Economic Opportunities Advancement Corporation and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of the basic financial statements.

NOTE B: HEAD START PROGRAM

In accordance with the terms of the grant, the organization has expended matching contributions totaling \$1,074,816. This amount consists of the use value of facilities, donated services and materials.

NOTE C: SUB-RECIPIENTS

Of the federal expenditures presented in the schedule Economic Opportunities Advancement Corporation provided federal awards to sub-recipients as follows:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Provided to Sub-recipients</u>
Head Start Program	93.600	\$342,101

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(254) 751-1133

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

We have audited the financial statements of Economic Opportunities Advancement Corporation (a nonprofit organization) as of and for the year ended April 30, 1999, and have issued our report thereon dated December 13, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Economic Opportunities Advancement Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance, which we have reported to management of Economic Opportunities Advancement Corporation in a separate letter dated December 13, 1999.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Economic Opportunities Advancement Corporation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or

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operation of the internal control over financial reporting that, in our judgment, could adversely affect Economic Opportunities Advancement Corporation's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as item 99-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider item 99-1 to be a material weakness. We also noted other matters involving the internal control over financial reporting, which we have reported to management of Economic Opportunities Advancement Corporation in a separate letter dated December 13, 1999.

This report is intended for the information of the Board of Directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.


METZGAR & TRAPLENA, L.L.P.

Waco, Texas
December 13, 1999

METZGAR & TRAPLENA, L.L.P.
Certified Public Accountants
4216 Franklin Avenue
Waco, TX 76710-6944
(254) 751-1133

REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To The Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

Compliance

We have audited the compliance of Economic Opportunities Advancement Corporation (a nonprofit organization) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended April 30, 1999. Economic Opportunities Advancement Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Economic Opportunities Advancement Corporation's management. Our responsibility is to express an opinion on Economic Opportunities Advancement Corporation's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Economic Opportunities Advancement Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Economic Opportunities Advancement Corporation's compliance with those requirements.

In our opinion, Economic Opportunities Advancement Corporation complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended April 30, 1999. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 99-3.

Internal Control Over Compliance

The management of Economic Opportunities Advancement Corporation is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Economic Opportunities Advancement Corporation's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect Economic Opportunities Advancement Corporation's ability to administer a major federal program in accordance with the applicable requirements of laws, regulations, contracts, and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 99-1 and 99-2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions, and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider items 99-1 and 99-2 to be a material weakness.

This report is intended solely for the information of the Board of Directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.


METZGAR & TRAPLENA, L.L.P.

Waco, Texas
December 13, 1999

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED APRIL 30, 1999

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Full Year Head Start Program - CFDA No. 93.600

98-1 Grant No. 06CH5059/32 - Year ended April 30, 1998

Condition: This finding stated that the grantee's enrollment was under the level required by the contract with the Department of Health and Human Services.

Recommendation: The auditor recommended that the grantee obtain amended contracts or other written documentation from grantor rather than relying on oral assurances that the actual enrollment level is acceptable.

Current Status: The condition is a repeat finding. Reference 99-3.

**ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED APRIL 30, 1999**

SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the financial statements of Economic Opportunities Advancement Corporation.
2. One reportable condition relating to the audit of the financial statements is reported in the report on compliance and on internal control over financial reporting. The condition is reported as a material weakness.
3. No instances of noncompliance material to the financial statements of the Economic Opportunities Advancement Corporation were disclosed during the audit.
4. One reportable condition relating to the audit of the major federal award programs is reported in the report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB Circular A-133. The condition is reported as a material weakness.
5. The auditor's report on compliance for the Major Federal Award Programs for the Economic Opportunities Advancement Corporation expresses an unqualified opinion on all major programs.
6. Audit findings relative to the Major Federal Award Programs for the Economic Opportunities Advancement Corporation are reported in this schedule.
7. The programs tested as major programs include:

<u>U.S. Agency</u>	<u>Programs</u>	<u>CFDA No.</u>
DHHS	Head Start	93.600
DHHS	CEAP	93.568
DHHS	CCMS	93.575
Department of Agriculture	Child and Adult Care Food	10.558

8. The threshold for distinguishing types A and B programs was \$341,233.
9. The Economic Opportunities Advancement Corporation was determined to be a low-risk auditee.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS -
MAJOR FEDERAL AWARD PROGRAMS AUDIT
YEAR ENDED APRIL 30, 1999

FINDINGS - FINANCIAL STATEMENTS AUDIT

Reportable conditions.

99-1 In-kind

Condition: Computer generated in-kind reports used to accumulate and report monthly data are not reviewed for mathematical accuracy.

Criteria: Internal controls should be in place that provide reasonable assurance that the formulas in the computer generated in-kind reports are calculating correctly.

Effect: Because of the failure to review the computer generated reports, the amount of in-kind could be incorrectly stated in the financial statements. Also, incorrect in-kind totals could result in failing to meet the related matching requirements.

Auditor's Recommendation: Procedures should be implemented requiring a knowledgeable person to randomly test several classroom calculations that contain both donated items and donated services.

Grantee Response: A knowledgeable person will be assigned to randomly test several classroom calculations that contain both donated items and donated services. These totals will be compared to the classroom totals noting agreement of amount. This person will note the classrooms tested on the cover page of the monthly in-kind report and will initial the cover page denoting agreement of the amounts tested.

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Full Year Head Start Program - CFDA No. 93.600

99-2 Grant No. 06CH5059/33 - Year ended April 30, 1999

Reportable Condition: As discussed at Finding 99-1, computer generated in-kind reports used to accumulate and report monthly data are not reviewed for mathematical accuracy. Because of the failure to review the computer generated reports, the amount of in-kind could be incorrectly stated in the financial statements. Also, incorrect in-kind totals could result in failing to meet the related matching requirements. Procedures should be implemented requiring a knowledgeable person to randomly test several classroom calculations that contain both donated items and donated services.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS -
MAJOR FEDERAL AWARD PROGRAMS AUDIT
YEAR ENDED APRIL 30, 1999

99-3 Grant No. 06CH5059/33 - Year ended April 30, 1999

Condition and Criteria: The contract with the Department of Health and Human Services required a monthly enrollment level of 837 (excluding the first 30 days and the last 60 days of the school year). The grantees's enrollment was under 837 pupils for seven (7) months of the contract period.

Effect: The grantee did not meet the contract enrollment requirements.

Cause: The grantor did not approve the acquisition of additional facilities necessary to provide the required classroom space to provide services to 837 pupils.

Auditor's Recommendation: The grantee should obtain amended contracts or other written documentation from grantors rather than relying on oral assurances.

Grantee Response: The Head Start Program received expansion in January 1999 from 805 to 837 children. The Economic Opportunities Advancement Corporation Head Start Program was permitted to determine the beginning of service delivery for the expansion (immediately or at the beginning of the next school year). Economic Opportunities Advancement Corporation reached full enrollment in August 1999 (the beginning of the new school year).

SUPPLEMENTARY INFORMATION

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 HEAD START GRANT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 CFDA NUMBER: 93.600
 CONTRACT NUMBER: 06CH5059-33
 CONTRACT PERIOD: 05-01-98 to 04-30-99

	FEDERAL BUDGET	ACTUAL	VARIABLE FAVORABLE (UNFAVORABLE)	LOCAL	TOTAL
REVENUE					
Federal	\$ 4,023,128	\$ 3,925,039	\$ 98,089	\$ —	\$ 3,925,039
Interest income	—	1,772	(1,772)	—	1,772
Local	—	—	—	1,073,694	1,073,694
TOTAL REVENUE	<u>4,023,128</u>	<u>3,926,811</u>	<u>96,317</u>	<u>1,073,694</u>	<u>5,000,505</u>
EXPENSE - HEAD START (Can 22)					
Personnel	2,126,432	2,084,811	41,621	521,666	2,606,477
Fringe benefits	654,540	585,272	69,268	—	585,272
Travel	15,500	25,025	(9,525)	—	25,025
Equipment	10,672	10,469	203	—	10,469
Supplies	120,998	191,651	(70,653)	277,884	469,535
Contractual	384,393	342,101	42,292	—	342,101
Other	669,165	646,054	23,111	275,266	921,320
Program 22 Total Expense	<u>3,981,700</u>	<u>3,885,383</u>	<u>96,317</u>	<u>1,074,816</u>	<u>4,960,199</u>
EXPENSE - HEAD START T & TA (Can 20)					
Travel	7,892	2,105	5,787	—	2,105
Supplies	5,000	—	5,000	—	—
Other	28,536	39,323	(10,787)	—	39,323
Program 20 Total Expense	<u>41,428</u>	<u>41,428</u>	<u>—</u>	<u>—</u>	<u>41,428</u>
EXPENSE - GRAND TOTAL	<u>4,023,128</u>	<u>3,926,811</u>	<u>96,317</u>	<u>1,074,816</u>	<u>5,001,627</u>
EXCESS OF REVENUE OVER EXPENSE	\$ —	\$ —	\$ —	\$ (1,122)	\$ (1,122)

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CSBG PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.569

CONTRACT NUMBER: 613037

CONTRACT PERIOD: 01-01-98 to 12-31-98

	BUDGET	FEDERAL		LOCAL		TOTAL
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
Federal	\$ 409,337	\$ 202,000	\$ 207,337	\$ —	\$ —	\$ 409,337
Local	—	—	—	131	1,607	1,738
TOTAL REVENUE	<u>409,337</u>	<u>202,000</u>	<u>207,337</u>	<u>131</u>	<u>1,607</u>	<u>411,075</u>
EXPENSE						
Federal:						
Personnel	218,000	43,789	81,783	—	—	125,572
Fringe benefits	54,500	16,337	48,496	—	—	64,833
Travel	5,917	2,293	7,907	—	—	10,200
Supplies	7,300	10,910	6,886	—	—	17,796
Equipment	1,000	—	2,658	—	—	2,658
Contractual	7,500	6,105	23,387	—	—	29,492
Other	115,120	58,785	118,219	—	52	177,056
TOTAL EXPENSE	<u>409,337</u>	<u>138,219</u>	<u>289,336</u>	<u>—</u>	<u>52</u>	<u>427,607</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ 63,781	\$ (81,999)	\$ 131	\$ 1,555	\$ (16,532)

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CSBG PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.569

CONTRACT NUMBER: 613037

CONTRACT PERIOD: 01-01-99 to 12-31-99

	<u>BUDGET</u>	<u>FEDERAL CURRENT YEAR</u>	<u>LOCAL CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
Federal	\$ 409,916	\$ 160,000	\$ ---	\$ 160,000
Local	<u>---</u>	<u>---</u>	<u>205</u>	<u>205</u>
TOTAL REVENUE	<u>409,916</u>	<u>160,000</u>	<u>205</u>	<u>160,205</u>
EXPENSE				
Federal:				
Personnel	240,000	13,788	---	13,788
Fringe benefits	69,000	22,276	---	22,276
Travel	6,216	2,624	---	2,624
Supplies	9,000	7,455	---	7,455
Contractual	8,500	4,090	---	4,090
Other	<u>77,200</u>	<u>31,182</u>	<u>373</u>	<u>31,555</u>
TOTAL EXPENSE	<u>409,916</u>	<u>81,415</u>	<u>373</u>	<u>81,788</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ ---</u>	<u>\$ 78,585</u>	<u>\$ (168)</u>	<u>\$ 78,417</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs
 CFDA NUMBER: 93.568
 CONTRACT NUMBER: 587037
 CONTRACT PERIOD: 01-01-98 to 12-31-98

	BUDGET	FEDERAL		LOCAL		TOTAL
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
Federal	\$ 1,580,060	\$ 118,000	\$ 1,462,060	\$ --	\$ --	\$ 1,580,060
Local	—	—	—	245	—	245
TOTAL REVENUE	<u>1,580,060</u>	<u>118,000</u>	<u>1,462,060</u>	<u>245</u>	<u>—</u>	<u>1,580,305</u>
EXPENSE						
Federal:						
Administration	124,674	4,159	120,515	—	—	124,674
Case management	96,546	3,900	92,646	—	—	96,546
Travel	996	—	996	—	—	996
Energy crisis	948,000	123	1,004,063	—	—	1,004,186
Co-pay	106,067	43,424	89,840	—	—	133,264
Elderly	97,514	20,641	49,929	—	—	70,570
Heating/cooling system	178,263	697	125,527	—	—	126,224
Direct services support	28,000	800	22,800	—	—	23,600
TOTAL EXPENSE	<u>1,580,060</u>	<u>73,744</u>	<u>1,506,316</u>	<u>—</u>	<u>—</u>	<u>1,580,060</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>—</u>	\$ <u>44,256</u>	\$ <u>(44,256)</u>	\$ <u>245</u>	\$ <u>—</u>	\$ <u>245</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.568

CONTRACT NUMBER: 587037

CONTRACT PERIOD: 01-01-99 to 12-31-99

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 418,471	\$ 200,000
TOTAL REVENUE	418,471	200,000
EXPENSE		
Administration	22,017	8,748
Case management	26,420	9,253
Travel	996	—
Energy crisis	36,904	1,485
Co-pay	147,615	46,901
Elderly	73,808	17,327
Heating/cooling system	92,260	63,193
Direct services support	18,451	3,500
TOTAL EXPENSE	418,471	150,407
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ 49,593

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY FOOD AND SHELTER PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: Federal Emergency Management Agency
 CFDA NUMBER: 83.523
 CONTRACT NUMBER: 15-8234-00 LRO 007
 CONTRACT PERIOD: 10-01-97 to 09-30-98

	BUDGET	FEDERAL PRIOR YEAR	FEDERAL CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 12,741	\$ 6,370	\$ 6,371	\$ 12,741
TOTAL REVENUE	<u>12,741</u>	<u>6,370</u>	<u>6,371</u>	<u>12,741</u>
EXPENSE				
Client services	12,741	6,354	6,387	12,741
TOTAL EXPENSE	<u>12,741</u>	<u>6,354</u>	<u>6,387</u>	<u>12,741</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ 16	\$ (16)	\$ —

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY FOOD AND SHELTER PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: Federal Emergency Management Agency

CFDA NUMBER: 83.523

CONTRACT NUMBER: 15-8234-00 LRO 007

CONTRACT PERIOD: 10-01-98 to 09-30-99

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ <u>5,000</u>	\$ <u>5,000</u>
TOTAL REVENUE	<u>5,000</u>	<u>5,000</u>
EXPENSE		
Client services	<u>5,000</u>	<u>1,474</u>
TOTAL EXPENSE	<u>5,000</u>	<u>1,474</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>—</u>	\$ <u>3,526</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EPACT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: C-950006
 CONTRACT PERIOD: 05-15-95 to 05-14-99

	BUDGET	FEDERAL PRIOR YEAR	FEDERAL CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 360,039	\$ 262,504	\$ 80,811	\$ 343,315
TOTAL REVENUE	<u>360,039</u>	<u>262,504</u>	<u>80,811</u>	<u>343,315</u>
EXPENSE				
Administration	12,500	8,500	4,000	12,500
Low income intervention	347,539	252,004	78,811	330,815
TOTAL EXPENSE	<u>360,039</u>	<u>260,504</u>	<u>82,811</u>	<u>343,315</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>—</u>	\$ <u>2,000</u>	\$ <u>(2,000)</u>	\$ <u>—</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EPACT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: C-950006
 CONTRACT PERIOD: 05-15-95 to 05-14-98

	BUDGET	FEDERAL PRIOR YEAR	FEDERAL CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 360,039	\$ 151,030	\$ 111,474	\$ 262,504
TOTAL REVENUE	<u>360,039</u>	<u>151,030</u>	<u>111,474</u>	<u>262,504</u>
EXPENSE				
Administration	12,500	8,500	—	8,500
Low income intervention	<u>347,539</u>	<u>142,530</u>	<u>109,474</u>	<u>252,004</u>
TOTAL EXPENSE	<u>360,039</u>	<u>151,030</u>	<u>109,474</u>	<u>260,504</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HAP'N PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

CONTRACT PERIOD: 01-01-98 to 12-31-98

	PRIOR YEAR	TOTAL
REVENUE		
Local	\$ 3,529	\$ 3,529
TOTAL REVENUE	3,529	3,529
EXPENSE		
Client services	3,529	3,529
TOTAL EXPENSE	3,529	3,529
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ --	\$ --

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HAP'N PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

CONTRACT PERIOD: 01-01-99 TO 12-31-99

	<u>TOTAL</u>
REVENUE	
Community Council of Greater Dallas	\$ <u>2,751</u>
TOTAL REVENUE	<u>2,751</u>
EXPENSE	
Client services	<u>2,257</u>
TOTAL EXPENSE	<u>2,257</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u><u>494</u></u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
DEPARTMENT OF ENERGY WEATHERIZATION PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Energy

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 81.042

CONTRACT NUMBER: 567037

CONTRACT PERIOD: 04-01-98 to 03-31-99

	BUDGET	PRIOR YEAR	CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 67,245	\$ 17,500	\$ 45,983	\$ 63,483
TOTAL REVENUE	<u>67,245</u>	<u>17,500</u>	<u>45,983</u>	<u>63,483</u>
EXPENSE				
Materials	20,521	—	23,013	23,013
Program support	30,781	3,350	20,368	23,718
Labor	—	—	8,927	8,927
Health and Safety	5,806	—	398	398
Administration	6,989	1,068	5,591	6,659
Financial audit	800	—	349	349
Insurance	1,500	—	201	201
Travel	848	—	218	218
TOTAL EXPENSE	<u>67,245</u>	<u>4,418</u>	<u>59,065</u>	<u>63,483</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>—</u>	\$ <u>13,082</u>	\$ <u>(13,082)</u>	\$ <u>—</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
DEPARTMENT OF ENERGY WEATHERIZATION PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Energy

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 81.042

CONTRACT NUMBER: 567037

CONTRACT PERIOD: 04-01-99 to 03-31-00

	<u>BUDGET</u>	<u>CURRENT YEAR</u>
REVENUE		
Federal	\$ 69,574	\$ 23,670
TOTAL REVENUE	<u>69,574</u>	<u>23,670</u>
 EXPENSE		
Materials	21,337	--
Program support	32,005	6,191
Health and safety	5,893	--
Administration	7,239	2
Financial audit	800	--
Insurance	1,500	--
Travel	800	--
TOTAL EXPENSE	<u>69,574</u>	<u>6,193</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	 <u>\$ --</u>	 <u>\$ 17,477</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 LIHEAP WEATHERIZATION
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs
 CFDA NUMBER: 93.568
 CONTRACT NUMBER: 817037
 CONTRACT PERIOD: 04-01-98 to 03-31-99

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 84,542	\$ 107,980
TOTAL REVENUE	84,542	107,980
EXPENSE		
Material	28,833	44,032
Program support	43,250	43,162
Labor	—	14,987
Health and safety	8,009	118
Administration	4,450	5,681
TOTAL EXPENSE	84,542	107,980
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ —

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 TU ELECTRIC WEATHERIZATION PIGGYBACK PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 466037
 CONTRACT PERIOD: 04-01-98 to 03-31-99

	<u>BUDGET</u>	<u>CURRENT YEAR</u>
REVENUE		
Local	\$ 38,640	\$ 38,008
TOTAL REVENUE	<u>38,640</u>	<u>38,008</u>
EXPENSE		
Weatherization	35,490	35,408
Refrigerators	<u>3,150</u>	<u>2,600</u>
TOTAL EXPENSE	<u>38,640</u>	<u>38,008</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>—</u>	\$ <u>—</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD AND ADULT CARE FOOD PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: U.S. Department of Agriculture
 PASS THROUGH GRANTOR: Texas Department of Health and Human Services
 CFDA NUMBER: 10.558
 CONTRACT NUMBER: 161-0005
 CONTRACT PERIOD: 10-01-97 to 09-30-98

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE			
Federal	\$ <u>275,203</u>	\$ <u>71,162</u>	\$ <u>346,365</u>
TOTAL REVENUE	<u>275,203</u>	<u>71,162</u>	<u>346,365</u>
EXPENSE			
Personnel	86,357	48,734	135,091
Fringe benefits	31,422	18,540	49,962
Supplies	93,884	31,034	124,918
Other	<u>25,874</u>	<u>10,789</u>	<u>36,663</u>
TOTAL EXPENSE	<u>237,537</u>	<u>109,097</u>	<u>346,634</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>37,666</u>	\$ <u>(37,935)</u>	\$ <u>(269)</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD AND ADULT CARE FOOD PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: U.S. Department of Agriculture
 PASS THROUGH GRANTOR: Texas Department of Health and Human Services
 CFDA NUMBER: 10.558
 CONTRACT NUMBER: 161-0005
 CONTRACT PERIOD: 10-01-98 to 09-30-99

	CURRENT YEAR
REVENUE	
Federal	\$ 266,034
TOTAL REVENUE	266,034
EXPENSE	
Personnel	63,913
Fringe benefits	34,757
Supplies	52,121
Other	20,934
TOTAL EXPENSE	171,725
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ 94,309

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY NUTRITION/TEMPORARY EMERGENCY RELIEF PROGRAM (ENTERP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 528037
 CONTRACT PERIOD: 09-01-97 to 08-31-98

	BUDGET	STATE		LOCAL		TOTAL
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
State: General revenue	\$ 5,807	\$ —	\$ 5,807	\$ —	\$ —	\$ 5,807
Fuel overcharge	23,712	2,145	20,497	—	—	22,642
CEAP	29,519	—	—	2,145	26,718	28,863
TOTAL REVENUE	59,038	2,145	26,304	2,145	26,718	57,312
EXPENSE						
Client services	29,519	—	—	2,145	26,718	28,863
General revenue	5,807	271	5,950	—	—	6,221
Fuel overcharge	23,712	2,145	20,497	—	—	22,642
TOTAL EXPENSE	59,038	2,416	26,447	2,145	26,718	57,726
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ (271)	\$ (143)	\$ —	\$ —	\$ (414)

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY NUTRITION/TEMPORARY EMERGENCY RELIEF PROGRAM (ENTERP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 528037
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	BUDGET	CURRENT YEAR	LOCAL	TOTAL
REVENUE				
State: General revenue	\$ 5,807	\$ 5,564	\$ —	\$ 5,564
Fuel overcharge	24,157	6,872	—	6,872
CEAP	29,964	—	12,436	12,436
	<u>59,928</u>	<u>12,436</u>	<u>12,436</u>	<u>24,872</u>
EXPENSE				
Client services	29,964	—	12,436	12,436
General revenue	5,807	5,564	—	5,564
Fuel overcharge	24,157	6,947	—	6,947
	<u>59,928</u>	<u>12,511</u>	<u>12,436</u>	<u>24,947</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ —</u>	<u>\$ (75)</u>	<u>\$ —</u>	<u>\$ (75)</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE MANAGEMENT SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
STATE GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575, 93.667, 93.574, 93.561, 93.658, 10.561
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-97 to 08-31-98

	BUDGET	ON-GOING OPERATIONS		NON-FEDERAL		CUMU- LATIVE
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
Texas Workforce Commission	\$ 791,903	\$ 450,269	\$ 262,671	\$ --	\$ --	\$ 712,940
Local donations	---	---	---	7,228	---	7,228
Interest	---	---	---	680	367	1,047
Administration reimbursement	---	36,518	18,585	---	---	55,103
TOTAL REVENUE	<u>791,903</u>	<u>486,787</u>	<u>281,256</u>	<u>7,908</u>	<u>367</u>	<u>776,318</u>
EXPENSE						
Exempted staffing expense	313,779	204,489	94,038	---	---	298,527
General staffing expense	129,314	81,842	52,337	---	---	134,179
Exempted staff fringe benefits	69,943	46,867	20,494	---	---	67,361
General staff fringe benefits	29,449	18,926	9,836	---	---	28,762
Indirect cost	93,647	58,289	31,884	---	---	90,173
Exempted other expense	25,000	7,550	6,008	---	---	13,558
General other expense	130,771	66,444	34,390	---	---	100,834
Other expense	---	---	---	5,474	53	5,527
TOTAL EXPENSE	<u>791,903</u>	<u>484,407</u>	<u>248,987</u>	<u>5,474</u>	<u>53</u>	<u>738,921</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>---</u>	\$ <u>2,380</u>	\$ <u>32,269</u>	\$ <u>2,434</u>	\$ <u>314</u>	\$ <u>37,397</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE MANAGEMENT SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: Texas Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575, 93.667, 93.574, 93.561, 93.658, 10.561
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-98 to 08-31-99

	BUDGET	ON-GOING OPERATIONS CURRENT YEAR	NON- FEDERAL CURRENT YEAR	CUMU- LATIVE
REVENUE				
Texas Workforce Commission	\$ 666,339	\$ 486,506	\$ --	\$ 486,506
Local donations	--	--	4,857	4,857
Interest	--	--	930	930
Administration reimbursement	--	25,595	--	25,595
TOTAL REVENUE	666,339	512,101	5,787	517,888
EXPENSE				
Exempted staffing expense	278,144	195,545	--	195,545
General staffing expense	127,798	83,290	--	83,290
Exempted staff fringe benefits	61,772	42,159	--	42,159
General staff fringe benefits	30,099	19,228	--	19,228
Indirect cost	86,188	58,125	--	58,125
Exempted other expense	54,353	43,710	--	43,710
General other expense	27,985	20,684	--	20,684
Other expense	--	--	8,991	8,991
TOTAL EXPENSE	666,339	462,741	8,991	471,732
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ --	\$ 49,360	\$ (3,204)	\$ 46,156

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE MANAGEMENT SERVICES VENDOR DIRECT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575, 93.667, 93.574, 93.561, 93.658, 10.561
 CONTRACT NUMBER: 07150Y00
 CONTRACT PERIOD: 09-01-97 to 08-31-98

	PRIOR YEAR	FEDERAL CURRENT YEAR	CUMU- LATIVE	PRIOR YEAR	LOCAL CURRENT YEAR	CUMU- LATIVE
REVENUE						
Texas Workforce Commission	\$ 2,401,334	\$ 1,237,395	\$ 3,638,729	\$ ---	\$ ---	\$ ---
Local donations	---	---	---	---	---	---
Interest	---	---	---	349	219	568
Administrative reimbursement	---	---	---	---	---	---
TOTAL REVENUE	<u>2,401,334</u>	<u>1,237,395</u>	<u>3,638,729</u>	<u>349</u>	<u>219</u>	<u>568</u>
EXPENSE						
Direct services	<u>2,401,334</u>	<u>1,237,395</u>	<u>3,638,729</u>	<u>204</u>	<u>1,040</u>	<u>1,244</u>
TOTAL EXPENSE	<u>2,401,334</u>	<u>1,237,395</u>	<u>3,638,729</u>	<u>204</u>	<u>1,040</u>	<u>1,244</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ 145</u>	<u>\$ (821)</u>	<u>\$ (676)</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE MANAGEMENT SERVICES VENDOR DIRECT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575, 93.667, 93.574, 93.561, 93.658, 10.561
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	<u>FEDERAL CURRENT YEAR</u>	<u>LOCAL CURRENT YEAR</u>
REVENUE		
Texas Workforce Commission	\$ 2,584,199	\$ ---
Interest	<u>---</u>	<u>447</u>
TOTAL REVENUE	<u>2,584,199</u>	<u>447</u>
 EXPENSE		
Direct services	2,584,199	239
Other expense	<u>---</u>	<u>208</u>
TOTAL EXPENSE	<u>2,584,199</u>	<u>447</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	 \$ <u>---</u>	 \$ <u>---</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE MANAGEMENT SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-97 to 08-31-98

	BUDGET	CAREGIVER TRAINING		CUMU- LATIVE
		PRIOR YEAR	CURRENT YEAR	
REVENUE				
Texas Workforce Commission	\$ 72,350	\$ 44,980	\$ 25,699	\$ 70,679
TOTAL REVENUE	<u>72,350</u>	<u>44,980</u>	<u>25,699</u>	<u>70,679</u>
EXPENSE				
Training college courses and CDA	11,244	3,951	6,680	10,631
Training - direct	18,588	11,075	5,958	17,033
Training - subcontract	31,286	18,070	13,216	31,286
Administration	11,232	7,199	4,530	11,729
TOTAL EXPENSE	<u>72,350</u>	<u>40,295</u>	<u>30,384</u>	<u>70,679</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ 4,685	\$ (4,685)	\$ —

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The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE MANAGEMENT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: Texas Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575
 CONTRACT NUMBER: 07150Y00
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	CAREGIVER TRAINING	
	BUDGET	CURRENT YEAR
REVENUE		
Texas Workforce Commission	\$ 70,179	\$ 46,602
TOTAL REVENUE	70,179	46,602
 EXPENSE		
Training college courses and CDA	11,000	5,879
Training-direct	16,949	15,034
Training-subcontract	25,620	13,911
CDA/CCP fees	1,400	—
Management services	15,210	8,141
TOTAL EXPENSE	70,179	42,965
 EXCESS OF REVENUE OVER EXPENSE		
	\$ —	\$ 3,637

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE MANAGEMENT CONTRACT
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-97 to 08-31-98

	BUDGET	ECDR PRIOR YEAR	ECDR CURRENT YEAR	TOTAL
REVENUE				
Texas Workforce Commission	\$ 82,130	\$ 68,285	\$ 4,867	\$ 73,152
TOTAL REVENUE	<u>82,130</u>	<u>68,285</u>	<u>4,867</u>	<u>73,152</u>
EXPENSE				
Direct assistance to vendors	8,280	7,258	958	8,216
Technical assistance	30,852	30,768	82	30,850
Resource room materials and supplies	7,713	6,101	1,949	8,050
Staff	9,828	6,365	3,417	9,782
Fringe benefits	2,700	1,494	760	2,254
Travel	300	—	—	—
Storage, etc.	7,000	2,178	1,391	3,569
Program support	9,300	1,458	2,804	4,262
Certification awards	1,157	908	249	1,157
Adaptive equipment	5,000	—	5,012	5,012
TOTAL EXPENSE	<u>82,130</u>	<u>56,530</u>	<u>16,622</u>	<u>73,152</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ —</u>	<u>\$ 11,755</u>	<u>\$ (11,755)</u>	<u>\$ —</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE MANAGEMENT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575
 CONTRACT NUMBER: 07150Y00
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	ECDR	
	BUDGET	CURRENT YEAR
REVENUE		
Texas Workforce Commission	\$ 185,627	\$ 162,467
TOTAL REVENUE	185,627	162,467
EXPENSE		
Direct assistance to vendors	14,722	5,524
Technical assistance	68,542	44,968
Resource room materials and supplies	17,917	16,141
Staff	40,805	26,824
Fringe benefits	10,944	5,842
Other activities	5,000	24,517
Other costs	17,163	3,406
Certification awards	2,534	2,360
Adaptive equipment	8,000	1,009
TOTAL EXPENSE	185,627	130,591
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ 31,876

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 OWNER OCCUPIED HOUSING ASSISTANCE PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: U.S. Department of Housing and Urban Development
 PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs
 CFDA NUMBER: 14.239
 CONTRACT NUMBER: 532501
 CONTRACT PERIOD: 08-01-97 to 11-30-98

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 156,000	\$ 9,934
TOTAL REVENUE	156,000	9,934
EXPENSE		
Contractors costs	120,000	4,980
Administration	6,000	—
Program support	30,000	4,954
TOTAL EXPENSE	156,000	9,934
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ —

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WCEC EMERGENCY SHELTER GRANTS PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Housing and Urban Development

PASS THROUGH GRANTOR: City of Waco

CFDA NUMBER: 14.231

CONTRACT NUMBER: 243 4533 555

CONTRACT PERIOD: 10-01-98 to 09-30-99

	BUDGET	CURRENT YEAR
REVENUE		
City of Waco	\$ 12,500	\$ 12,500
TOTAL REVENUE	12,500	12,500
EXPENSE		
Personnel	6,500	6,500
Operations	3,500	3,500
Homeless prevention	2,500	2,500
TOTAL EXPENSE	12,500	12,500
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ —	\$ —

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WCEC EMERGENCY SHELTER GRANTS PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

FEDERAL FINANCIAL ASSISTANCE
FEDERAL GRANTOR: U.S. Department of Housing and Urban Development
PASS THROUGH GRANTOR: City of Waco
CFDA NUMBER: 14.231
CONTRACT NUMBER: 244 4533 555
CONTRACT PERIOD: 10-01-98 to 09-30-99

	BUDGET	CURRENT YEAR
REVENUE		
City of Waco	\$ 17,917	\$ 6,400
TOTAL REVENUE	17,917	6,400
EXPENSE		
Personnel	8,600	3,985
Operations	6,002	261
Homeless prevention	3,315	2,154
TOTAL EXPENSE	17,917	6,400
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ --	\$ --

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WCEC - YOUTH SPORTS PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

	CURRENT YEAR
REVENUE	
Local	\$ <u> —</u>
TOTAL REVENUE	<u> —</u>
EXPENSE	
Other	<u> 3</u>
TOTAL EXPENSE	<u> 3</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u> (3)</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHEMICAL DEPENDENCY COUNSELING SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

STATE GRANTOR: Texas Youth Commission
 CONTRACT NUMBER: SS98121
 CONTRACT PERIOD: 09-01-97 to 08-31-99

	<u>BUDGET</u>	<u>FEDERAL PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
Federal	\$ 65,000	\$ 15,412	\$ 46,076	\$ 61,488
TOTAL REVENUE	<u>65,000</u>	<u>15,412</u>	<u>46,076</u>	<u>61,488</u>
EXPENSE				
Personnel	51,450	2,930	8,651	11,581
Fringe benefits	7,400	554	47	601
Travel	150	168	1,891	2,059
Supplies	6,000	981	9,415	10,396
TOTAL EXPENSE	<u>65,000</u>	<u>4,633</u>	<u>20,004</u>	<u>24,637</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ —</u>	<u>\$ 10,779</u>	<u>\$ 26,072</u>	<u>\$ 36,851</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SPECIAL
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

CONTRACT PERIOD: 04-30-99

	<u>CURRENT YEAR</u>
REVENUE	
Interest	\$ 236
Local	<u>33,784</u>
TOTAL REVENUE	<u>34,020</u>
EXPENSE	
Other	<u>26,385</u>
TOTAL EXPENSE	<u>26,385</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>7,635</u>

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The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
LEASEHOLD
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

	CURRENT YEAR
REVENUE	
Local	\$ <u>4,083</u>
TOTAL REVENUE	<u>4,083</u>
EXPENSE	
Other	786
Depreciation	<u>5,555</u>
TOTAL EXPENSE	<u>6,341</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>(2,258)</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HOME PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 1999

	<u>CURRENT YEAR</u>
REVENUE	
Local	\$ <u>13,543</u>
TOTAL REVENUE	<u>13,543</u>
EXPENSE	
Rehab and maintenance	<u>11,827</u>
TOTAL EXPENSE	<u>11,827</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>1,716</u>

The accompanying notes are an integral part of these financial statements.

398

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 LEASEHOLD
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

	CURRENT YEAR
REVENUE	
Local	\$ <u>4,083</u>
TOTAL REVENUE	<u>4,083</u>
EXPENSE	
Other	786
Depreciation	<u>5,555</u>
TOTAL EXPENSE	<u>6,341</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>(2,258)</u>

The accompanying notes are an integral part of these financial statements.

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ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 HOME PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 1999

	<u>CURRENT YEAR</u>
REVENUE	
Local	\$ <u>13,543</u>
TOTAL REVENUE	<u>13,543</u>
EXPENSE	
Rehab and maintenance	<u>11,827</u>
TOTAL EXPENSE	<u>11,827</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>1,716</u>

The accompanying notes are an integral part of these financial statements.

WACO CHARTER SCHOOL
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
 ALL FUND TYPES
 YEAR ENDED APRIL 30, 1999

Data Control Codes	GOVERNMENTAL FUND TYPES		TOTALS (Memorandum Only)	
	100-199 Unrestricted Net Assets	200-499 Temporarily Restricted NA	98 April 30, 1999	97 April 30, 1998
REVENUES:				
Local and Intermediate Sources:				
	\$ 313	\$ -	\$ 313	\$ -
	Investment Income	88,884	111,031	13,135
	22,147	88,884	111,344	13,135
	Other Local and Intermediate Sources	88,884	111,344	13,135
5700	Total Local and Intermediate Sources	88,884	111,344	13,135
5800	State Program Revenues	38,595	924,989	592,756
5900	Federal Program Revenues	175,495	175,495	68,668
5020	Total Revenues	302,974	1,211,828	674,559
EXPENDITURES:				
Current:				
0010	Instruction and Instructional-Related Services	378,854	224,695	603,549
0020	Instructional and School Leadership	71,700	395	72,095
0030	Support Services - Student (Pupil)	96,817	46,683	143,500
0040	Administrative Support Services	38,157	-	38,157
0050	Support Services - Nonstudent Based	233,529	29,201	262,730
0070	Debt Service	5,447	-	5,447
0080	Capital Outlay	-	2,000	2,000
0090	Intergovernmental Charges	23,259	-	23,259
6030	Total Expenditures	847,763	302,974	1,150,737
1100	Excess (Deficiency) of Revenues Over (Under) Expenditures	61,091	-	61,091
7020	Other Resources	-	43,555	43,555
8030	Other (Uses)	-	(3,735)	(3,735)
1200	Excess (Deficiency) of Revenues & Other Resources Over (Under) Expenditures and Other Uses	61,091	39,820	100,911
0100	Fund Balance - September 1 (Beginning)	(159,652)	5,776	(153,876)
1300	Increase (Decrease) in Fund Balance	-	-	-
3000	Fund Balance - April 30 (Ending)	\$ (98,561)	\$ 45,596	\$ (52,965)
		\$ (153,876)	\$ (153,876)	\$ (153,876)

The accompanying notes are an integral part of these financial statements.

40.1

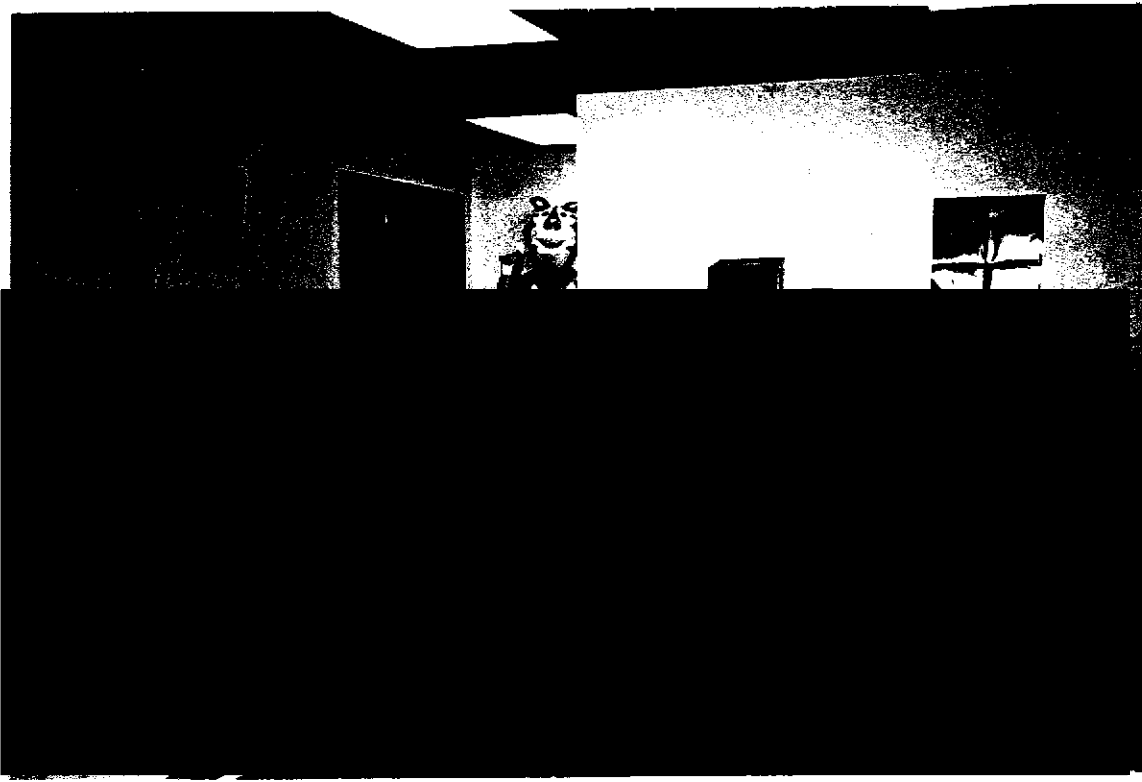
402

WACO CHARTER SCHOOL
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
 BUDGET (GAAP BASIS) AND ACTUAL
 UNRESTRICTED NET ASSETS
 YEAR ENDED APRIL 30, 1999

Data Control Codes	IB	100-199 Unrestricted Net Assets		Variance Favorable (Unfavorable)
	BUDGET	ACTUAL		
REVENUES:				
Local and Intermediate Sources:				
	\$ -	\$ 313	\$ 313	
	-	22,147	22,147	
5700	-	22,460	22,460	
5800	700,772	886,394	185,622	
5020	700,772	908,854	208,082	
EXPENDITURES:				
Current:				
0010	513,252	378,854	134,398	
0020	58,121	71,700	(13,579)	
0030	50,641	96,817	(46,176)	
0040	35,586	38,157	(2,571)	
0050	127,570	233,529	(105,959)	
0070	34,000	5,447	28,553	
0090	27,400	23,259	4,141	
6030	846,570	847,763	(1,193)	
1100	(145,798)	61,091	206,889	
7020	-	-	-	
8030	-	-	-	
1200	(145,798)	61,091	206,889	
0100	(159,652)	(159,652)	-	
3000	\$ (305,450)	\$ (98,561)	\$ 206,889	

The accompanying notes are an integral part of these financial statements.

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COMMERCIAL LEASE

PARTIES: Peter J. Schweitzer & Dianne Schweitzer d/b/a Community Center Realty Co., Lessor, agrees to lease to Economic Opportunities Advancement Corporation of Planning Region XI, Lessee, the following described:

PROPERTY: LEGALLY: situated in McLennan County, State of Texas, known as: The Community Center, North 25th Street, Waco, Texas, a portion of the Community Center building located on the East side of North 25th Street, between Fort Avenue and Sanger Avenue in the City of Waco, McLennan County Texas consisting of approximately 5,000 square feet and identified on Exhibit A attached.

TERM: for the term of THIRTY FIVE (35) months beginning the 15th day of JULY, 1998 to be continuously occupied and used during the term of this lease by Lessee for no other purpose than as a school.

RENTAL: Lessee agrees to pay Lessor or his agent, at such place as the Lessor shall designate, the sum of ONE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$1,250.00) dollars on the 15th day of JULY, 1998 and a like amount without demand in monthly installments on the same day of each month thereafter during the entire term of this lease:

BROKERS COMMISSION: Lessor agrees to pay JON W. SPELMAN, INC. (broker) a fee per separate agreement upon the execution of this lease by both Lessor and Lessee and occupancy by Tenant.

SECURITY DEPOSIT: Lessee deposits with the sum of \$1,250.00 as security deposit.

REPAIRS: Lessee accepts the premises in their present condition and agrees they are suitable for the purposes for which leased. Lessor agrees to repair at his expense the roof, foundation and exterior walls only, excluding all windows and doors, upon the receipt of written notice from Lessee requesting repairs. Lessee shall take good care and maintain at his expense the remainder of property, and upon the termination of this lease deliver the property in good repair and condition, reasonable wear and tear and damage by fire and other casualty only excepted. Lessee shall not make any alterations, additions or improvements to the property without the written permission of Lessor. All such additions and fixtures (except trade fixtures) shall remain and become the property of Lessor, unless Lessor requests their removal; in which event Lessee shall remove same and restore the premises to their original condition at Lessee's expense.

FIRE: In the event the Property, or a portion thereof, shall be damaged by fire, or other casualty insurable under standard fire and extended coverage insurance, and Lessor does not elect to terminate this lease, Lessor shall proceed to rebuild and repair at his expense. If the buildings on the property shall (a) be substantially damaged by a casualty not covered by Lessor's insurance or (b) be rendered untenable in excess of fifty percent of the first floor area by a casualty covered by Lessee's insurance or (c) suffer damage to the extent that the remaining term of this lease is not sufficient to amortize the cost of reconstruction, then Lessor may elect to terminate this lease by giving written notice to Lessee within sixty days of the date of such casualty. Lessee shall not permit the Property to be occupied for any purpose deemed illegal, disreputable, or extra hazardous on account of fire, nor permit any actions that will increase the fire insurance rate on the buildings on the property. Lessor agrees to insure at this expense all improvements he makes to the property, trade fixtures and personal property owned by Lessee, against loss by fire.

EMINENT DOMAIN: If more than twenty percent of the area of the property, or such portion thereof as will make the property unusable for the purposes herein leased, shall be taken by law, ordinance or regulation for public use, this lease shall terminate effective the date possession is taken by the condemning authority, and rental prorated. All compensation awarded for taking of the property shall belong to Lessor. Any award to Lessee for loss of business or personal property shall belong to Lessee. Neither party shall have any right to any award to the other by any condemning authority.

3. ASSIGNMENT: Lessee shall not assign, sublet, mortgage or pledge this lease, nor permit the whole or any part of the premises to be occupied by others without the written consent of Lessor. Consent by Lessor to one or more assignments or subletting shall not operate as a waiver of Lessor's rights to future assignments or sublettings.

1. LAWS: Lessee agrees to comply with all laws, rules and orders of Federal, State and Municipal governments and all of their departments, and the Board of Fire Underwriters, at Lessee's expense.

2. INDEMNITY: Lessee agrees to keep the property covered with liability insurance at the cost of Lessee and to indemnify Lessor and hold him harmless from any loss, expenses or claim arising out of the use of the property by Lessee, his employees, invitees, agents or visitors or any other person whatsoever. Lessor shall not be liable for any injury or loss on or about the Property to Lessee, his employees, agents, invitees, subtenants, licensees or concessionaires or any other person entering the property. Lessor shall not be liable to Lessee for any injury to person or damage to Property caused by defect or failure of equipment, pipes, wiring, broken glass, backing up of drains or by water, gas, electricity or oil leaking or by any portion of the Property becoming out of repair. Lessor shall not be liable for loss or damage that may be caused by acts or omissions of other tenants of the Property.

1. ENTRY: Lessor or his representatives all have the right to enter the Property at all reasonable times to inspect, make repairs or alterations, make repairs or alterations to adjacent property, or show the Property to prospective purchasers, lessors or lenders. Lessee shall not be entitled to abatement of the rent by reason thereof. During the last ninety days of the term of this lease or any extension thereof, Lessor shall have the right to post for sale or for lease signs on the Property.

SIGNS: Except with the Lessor's prior written permission, Lessee shall not place any signs or objects on the roof or any portion of the exterior of the property; make any changes to or paint the exterior; install any exterior lighting, paintings, signs or displays; place any sign or display on fences, sidewalks, parking lots or driveways of any type that may be viewed from the exterior of the Property. All agreed signs must be removed by Lessee at his expense at the termination of this lease. Use of the roof above the Property is reserved to Lessor.

DEFAULT: The following events shall be deemed to be a default by Lessee: 1) failure to pay any installment of rent, and such failure shall continue for ten days, 2) failure to comply with any provision of this lease, other than the payment of rent, and shall not cure such failure within fifteen days after written notice is sent to Lessee, 3) Lessee becomes insolvent; makes a transfer in fraud to creditors; makes an assignment for the benefit of creditors; files a petition under any section of the National Bankruptcy Act; is adjudged bankrupt; has a receiver appointed; deserts or vacates any substantial portion of the property; does or permits any act which creates a lien on the property; failure of Lessee to open for business for three consecutive business days while any portion of the rent is due. Upon the occurrence of any of the above, Lessor may without demand or notice, enter and take possession of the property, expel or remove all occupants and property found thereon without being liable for damages; may elect to cancel this lease or relet the premises on such terms as Lessor deems advisable and receive the rent therefor and Lessee agrees to pay Lessor on demand any deficiency and costs incurred. Lessor shall have the option to file a Forcible Entry and Detainer action without prior notice, in the property court, and obtain a writ of possess on thereby. Lessor shall be entitled to all expenses, court costs and reasonable attorney's fees for the collection of any amount due under this lease and the enforcement of this agreement. All past due rentals shall bear interest at the highest rate permitted by the laws of this state. Lessor is specifically given the right to seek injunctive relief against Lessee in the event of default.

LIENS: Lessor shall have a lien for all sums hereunder on all personal property placed on the Property, except merchandise sold in the ordinary course of business. A Uniform Commercial Code lien is additionally hereby created, in accordance with the terms and conditions, to protect Lessor. This lease shall be subordinate to mortgages now or hereafter placed against the Property and Lessee agrees to execute and deliver without cost any instruments which may be necessary to effect the subordination of this lease to such mortgages.

POSSESSION: Possession will be given full execution of this Lease.

WAIVER: Acceptance of delinquent rent, or prior waiver of any of Lessor's rights hereunder shall not constitute a waiver of

Lessor's rights to prompt payment or damages in event of subsequent default or breach of Lessee.

19. **HOLDING OVER:** In the event Lessee remains in possession of the Property at the termination of this lease and without the execution of a new lease, Lessee shall be deemed a tenant from month to month at a rental of one hundred twenty percent of the monthly rental shown above or () subject to all the terms of this lease applicable to a month to month tenancy.
20. **TAXES:** Lessor is responsible for paying real estate taxes on the Property. Lessee is responsible for rendering and paying all personal property taxes on the personal property, trade fixtures and inventory placed on the Property, or any extensions thereof.
21. **UTILITIES:** Lessee agrees to pay for all utilities used on the Property, including electric, gas, water, waste removal, burglar alarms, cleaning services, electric light globes and all other services and supplies required by Lessee.
22. **SEVERABILITY:** In the event any part of this lease is declared invalid by a court, the remaining portion shall remain in full force and effect.
23. **NOTICES:** All notices required or permitted herein, must be in writing and may be delivered in person, or by mailing to the addresses shown herein, or to the address of the Property for Lessee, by certified mail, return receipt requested. Such notices shall be deemed to be delivered as of the date of posting, whether actually received or not. The attached rental application (if any) shall become a part hereof for all purposes. This lease contains the entire agreement between the parties hereto, and no agreements, inducements or promises, oral or otherwise, not a part of this agreement, shall be binding on the parties hereto.
24. Should the provisions of any of the following paragraphs conflict with the provisions of any of the foregoing paragraphs, the provisions of the following paragraphs shall prevail.
25. This agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.
26. Lessee agrees to furnish a policy of liability insurance with a company or companies acceptable to Lessor in at least the amount of \$1,000,000.00 for personal injuries, or death, and \$100,000.00 for property damages, and including contract liability coverage to protect the Lessee and the Lessor against any suits for damages or other claims resulting from use, operation or maintenance of the leased premises, including any elevators or other equipment of facilities during the term of this lease. Lessee shall submit copy of said insurance policy to Lessor.
27. Payments of the monthly rental and any other payments due or to become due hereunder shall be made to the Lessor at the following address:
Community Center Realty Co.
P.O. Box 8552
Coral Springs, Florida 33075
28. In the event the monthly rent payment is not paid by Lessee within ten days after its due date, a late-charge equal to five percent or the maximum amount allowable by law, whichever is less, of the monthly rent shall accompany the rent payment, such late-charge to be deemed additional rent.
29. The air conditioning and heating equipment and lighting fixtures now installed in the demised premises are the property of Lessor and will remain the property of Lessor. Lessee may use such equipment and fixtures during the term of this lease and Lessee agrees to maintain, at Lessee's own expense, such equipment and fixtures, and return to Lessor upon termination of this agreement or any extensions of this lease such equipment and fixtures in good order, allowing for reasonable use and wear.
30. This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performance in McLennan County, Texas.
31. This agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns except as otherwise expressly provided herein.
32. If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees from the other party, which fees may be set by the court in the trial of such action or may be enforced in a separate action brought for that purpose, and which fees shall be in addition to any other relief which may be awarded.
33. This is not an offering. This lease is not valid until countersigned by Lessor.
34. **CANCELLATION:** Tenant may cancel this Lease at the end of any Lease Year by giving Landlord at least 60 days written notice.
35. a. If heating, cooling, electrical or plumbing systems are not in working order or if roof is not free of leaks on JULY 1, 1998, Lessor at its expense shall repair the same without delay.
b. Any remodeling at Tenant's expense.
36. Lessee shall have a right to use as much of the parking next to the leased premises as is required by law and for a fenced playground provided that construction is approved by City and State Agencies with zoning, building and fire and traffic jurisdiction, and provided that it does not interfere with the usage of other Tenants. Lessor and Lessee will work together to prepare a mutually acceptable plan which will be attached to this Lease as exhibit B, and initialed by Lessor and Lessee. The cost of construction will be paid by Lessee as well as the cost of removal at the end of Lessee's tenancy including but not limited to any repair to the parking lot or building upon termination of this Lease. At any time that the conditions of this Lease for part of the parking area to be used as a playground have not been satisfied, Lessee may terminate this Lease by giving 60 days' written notice to Lessor.

THE TERMS HEREOF SHALL BE BINDING UPON THE PARTIES HERETO, THEIR HEIRS, SUCCESSORS IN INTEREST AND LEGAL REPRESENTATIVES. THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT.

EXECUTED IN MULTIPLE COPIES THIS 22 DAY

1998
[Signature]

by: Ms. Johnette Hicks, Executive Director
Witness
Advancement Corporation of Planning Region XI

Date
Economic Opportunities

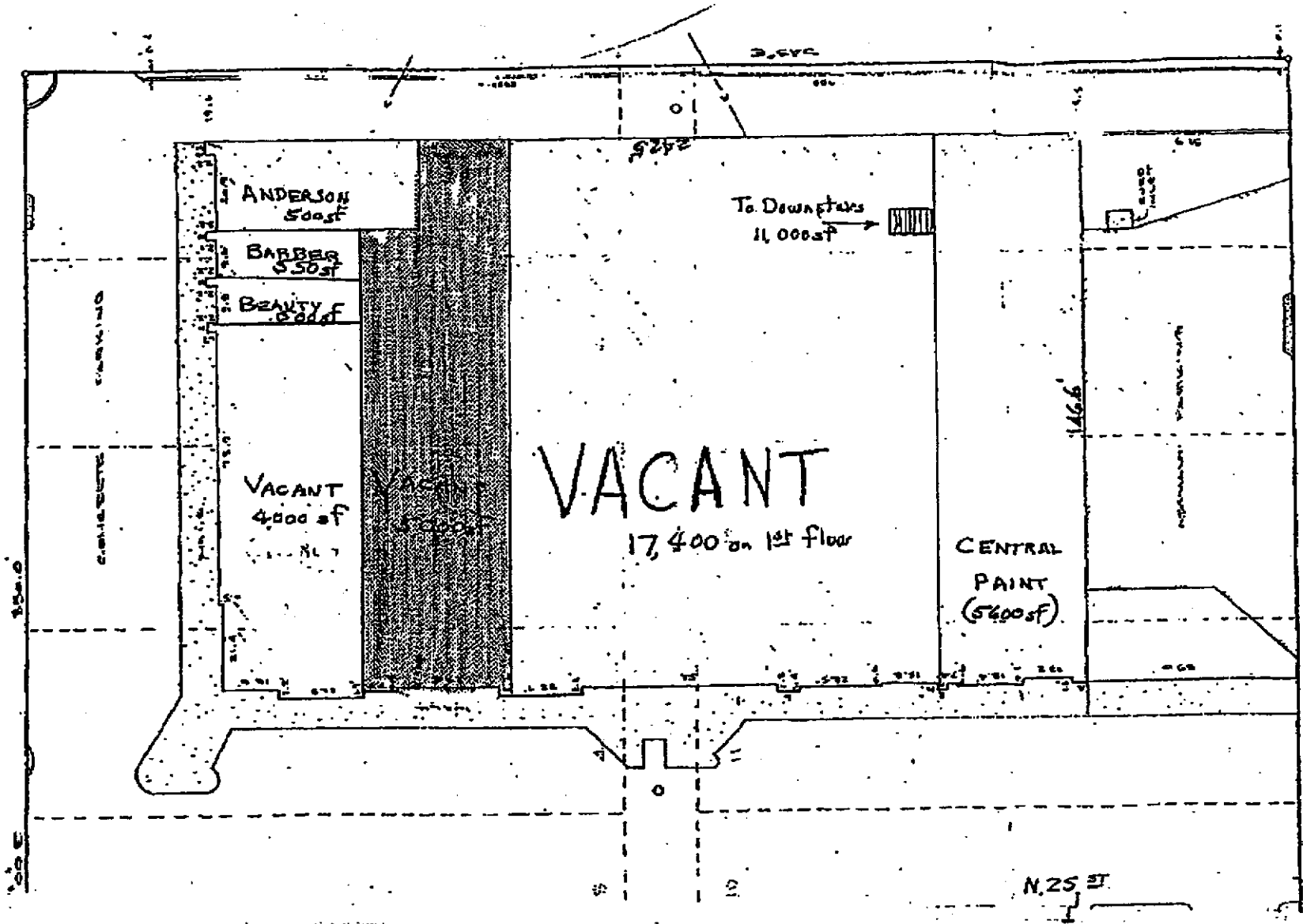
[Signature] 7/23/98
Date

by: Community Center Realty Co.
Peter J. Schwellfeger

Witness

Date 405

SANGER AVENUE
Exhibit A - 5,000 s.f.



SANGER AVENUE
FORT AVENUE

EXHIBIT B

Total Striped Spaces = 210

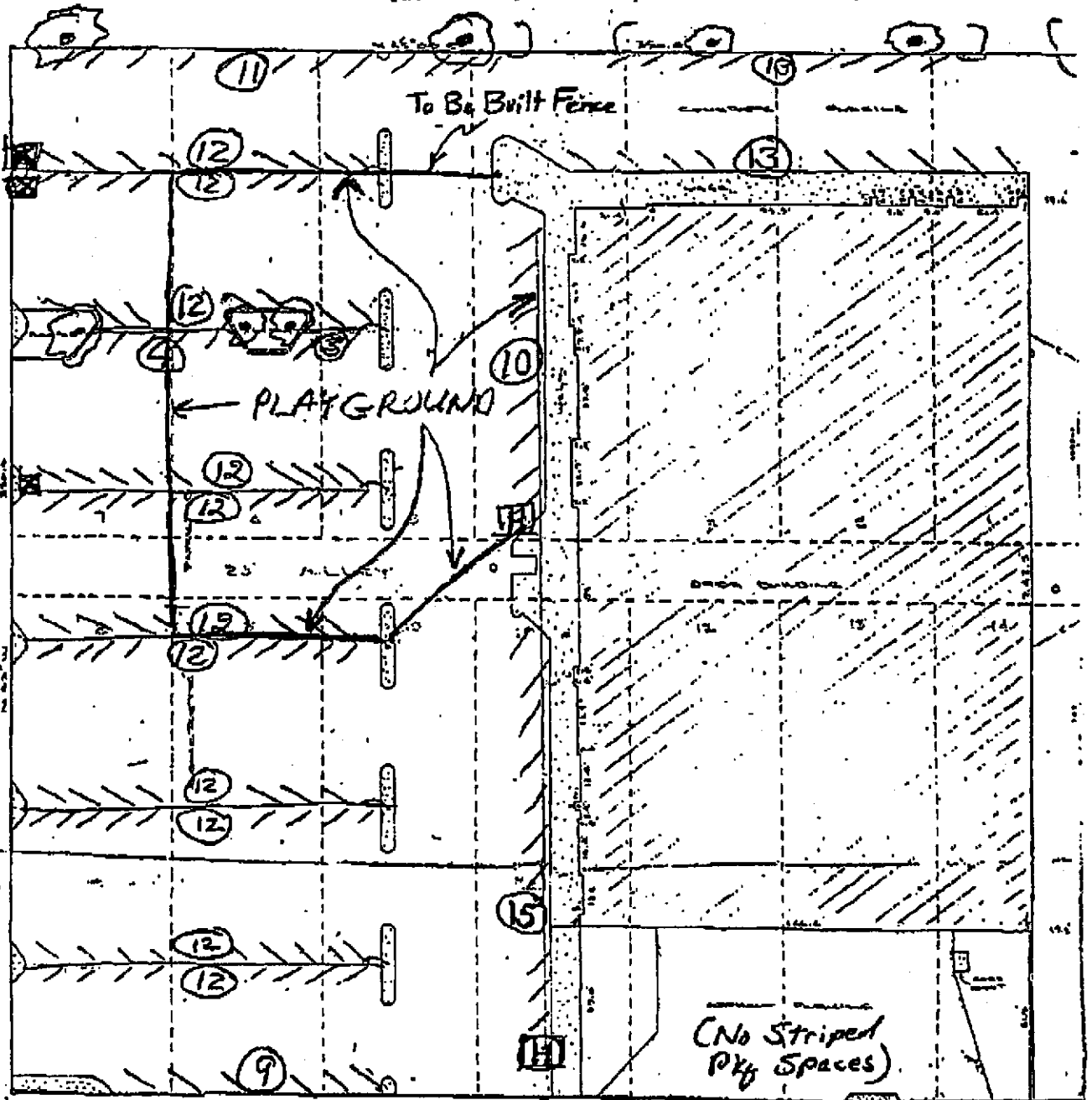
Legend

- (12) - number of spaces
- (H) - handicap space
- (Tree) - Tree
- (X) - Pay phone

NORTH 25TH STREET
(45' e.o.w.)

SANGER AVENUE
(80' e.o.w.)

FORT AVENUE
(80' e.o.w.)



O. N. Howell
7/15/98
Exhibit B

June 2000 - May 2001

WACO CHARTER SCHOOL

June 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	

ITBS Pre-Test: Fall - Sept. 6 Spring - May 4

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						

State of District Assessments

Oct. 24	TAAS Exit Writing
Oct. 25	TAAS Exit Mathematics
Oct. 26	TAAS Exit Reading
Mar. 28	Reading Proficiency Tests in English
Apr. 24	TAAS Mathematics Grade 3 - 5
Apr. 25	TAAS Reading Grade 3 - 5

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			

July 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					

Holidays (Staff and Students)

Sept. 4	Labor Day
Oct. 9	Columbus Day
Nov. 22-24	Thanksgiving Holiday
Dec. 21-Jan. 2	Winter Holidays
Jan. 15	Martin Luther King Day
Mar. 5-9	Spring Break
Apr. 13-16	Easter Holiday

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			

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					

Staff Workdays/Staff Development Days

Student Holidays

Aug. 8-10	Staff Development
Aug. 11	Teacher Workday
Jan. 3	Teacher Workday
Feb. 5	Staff Development
May 25	Teacher Workday

March 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

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

Grading Periods

Aug. 14-Sep. 22	29 Days
Sep. 25-Nov. 3	29 Days
Nov. 6-Dec. 20	30 Days
First Semester	88 Days
Jan. 4-Feb. 16	30 Days
Feb. 19-Apr. 6	30 Days
Apr. 9-May 24	32 Days
Second Semester	92 Days

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

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					

Student Total - 180
Staff Total - 187

Weather Make-up Days

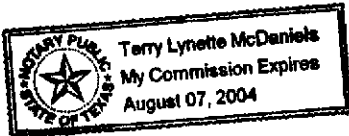
May 25 (Teacher Workday May 26th)
Apr. 16

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

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	

Proposed 5th Grade Graduation - May 26th

Profile of Board Members of a Governing Agency



SUBSCRIBED AND SWORN BEFORE ME
THIS 24th DAY OF 10 192000
Terry Lynette McDaniel
NOTARY PUBLIC

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

EOAC BOARD LIST

2000 - 2001

"PY - J"

AD\BOD\LIST

REVISED 08/22/00

EXECUTIVE COMMITTEE

PY - "J"
2000 - 2001

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Susan Copeland Representing RSVP President	RSVP 1400 College Drive Waco, Texas 76708	299-8577 (B) 299-8588 (B) 744-0288 (CP)
Curtis Martin Representing RSVP 1st Vice President	4716 West Waco Drive Waco, Texas 76710	772-7253 (B)
Open 2nd Vice President		
Darlene Cates Representing McLennan County Treasurer	2574 North Rock Creek Rd. Waco, Texas 76708	836-9024R) 715-8699 (CP)
Coque Gibson Representing Lester Gibson PCT. 2. Secretary	P.O. Box 1393 Waco, Texas 76703	799-7342 (R)
De Smith Representing Kip Averitt	River Square Center 215 Mary Suite #303 Waco, Texas 76701	772-6225 (B)
Ted Houston Representing Bosque & Hill Counties	188 Crowfoot Ln. Whitney, Texas 76692	694-7111 (B)

REVISED 10/23/00

BOARD OF DIRECTORS

2000 - 2001

PY "J"

GROUP "A" - ELECTED PUBLIC OFFICIALS (OR THEIR REPRESENTATIVES)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>BEGINNING DATE OF SERVICE</u>
Fernando Villarreal Representing Wayne Davis County Commissioner Pct. 1	1001 S. 18th Waco, TX 76706	754-3838 (B) 752-4242 (R)	11/19/94
Curtis Martin Representing Ray Meadows	4716 W.Waco Dr. Waco, TX 76710	754-3806 (H) 772-7253 (B)	09/20/93
Rev. E. H. Hooker Representing Judge Jim Lewis (2/18/91)	7116 Country Club Waco, TX 76710	772-1412 (R) 774-5742 (CP)	02/18/92
Linda Ethridge Representing City of Waco	3003 Braemar Waco, Texas 76710	776-6718 (R)	06/17/96
Open Falls County Commissioner's Court			
De Smith Representing State Rep. Kip Averitt	River Square Center 215 Mary Suite #303 Waco, TX 76701	772-6225 (B)	05/15/85
Coque Gibson Representing Lester Gibson PCT. 2	P.O. Box 1393 Waco, TX 76703	799-7342 (R) 776-3733 (B)	12/19/94
Dawn Tucker Representing Jim Dunnam	100 Avenue G. Waco, TX 76705	867-8179 (R)	01/22/01

Members of this group can serve an unlimited term.

* President **** Secretary

** 1st Vice-President *****Treasurer

*** 2nd Vice-President

REVISED 04/28/00

BOARD OF DIRECTORS
 2000 - 2001
 PY "J"
 GROUP "B" - REPRESENTATIVES OF TARGET AREAS

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>BEGINNING DATE OF SERVICE</u>
LULAC			
Open			
George Green Representing East Riverside Neighborhood Asso.	326 Hood Street Waco, TX 76704	752-2127 (R)	05/18/98 05/18/2003
Ted Houston Representing Bosque County	188 Crowfoot Ln. Whitney, TX 76692	694-7111 (B)	03/15/99 03/15/2003
Darlene Cates Rep McLennan County	2574 North Rock Creek Road Waco, TX 76708	836-9024 (R)	02/22/99 02/22/2003
Robert Blake Representing Charter School	3220 Live Oak Waco, TX 76707	755-7653 (R) 299-9306 (B)	10/16/00 10/16/05
Douglas McKee Representing Falls County	P.O. Box 108 Chilton, TX 76632	546-5051 (R)	03/15/99 03/22/2003
Daniel Hudson Representing Head Start Policy Council	1800 Travis Waco, TX 76711	759-1069	06/19/2000 06/19/2004

REVISED 10/23/00

BOARD OF DIRECTORS

2000 - 2001

PY "J"

GROUP "C" - REPRESENTATIVES OF ORGANIZATIONS/AGENCIES

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>BEGINNING DATE OF SERVICE</u>
Elisa Rainey Representing McLennan County Bar Association	510 N. Valley Mills Suite 500 Waco, TX 76710	772-8022(B) Term ends:	09/21/98 09/2003
Barbara Rusling Waco Association of Realtors	P.O. Box 8050 Waco, TX 76714	Term ends:	09/21/98 09/21/03
Susan Copeland Representing RSVP	RSVP 1400 College Drive Waco, Texas 76708	299-8577(B) Term ends:	10/16/96 10/2001
Vickie Dawson Representing Freeman Center	P.O. Box 128 Waco, TX 76705	753-3626(R)	10/16/00 10/16/04
Darlene Nobles Representing Mayor's Committee	5400 Bosque Suite 203 Waco, TX 76710	772-2150(B) Fax 756-7446	02/22/99 02/22/2003
MCYC			
Paula Lott Representing Freestone County	P.O. Box 648 (903) Fairfield, TX 75840	389-7484	03/20/00 03/30/04
Charles Adamo Dental Association	2303 Austin Waco, TX 76701	754-1456	06/19/2000 06/19/2004

REVISED 10/23/00

BYLAWS OF THE ECONOMIC
OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

REVISED 10/02/2000

BYLAWS OF THE ECONOMIC OPPORTUNITIES ADVANCEMENT

414

416

BYLAWS OF THE ECONOMIC OPPORTUNITIES ADVANCEMENT
CORPORATION OF PLANNING REGION XI

ARTICLE I

NAME AND DESCRIPTION

The name of this agency shall be the Economic Opportunities Advancement Corporation of Planning Region XI, a non-profit community action agency incorporated under the laws of the State of Texas as a proper body to carry out the purposes and functions set out in these Bylaws. The Central Office of this agency shall be at 500 Franklin, Waco, McLennan County, Texas.

ARTICLE II

PURPOSE

The purposes and functions of the Economic Opportunities Advancement Corporation of Planning Region XI shall be as follows:

1. To receive grants and/or gifts of public and private money and property for administering the programs of the Omnibus Reconciliation Act and other appropriate agencies in McLennan, Falls, Bosque, Hill, Limestone, and Freestone Counties of Planning Region XI.
2. To work with the three significant groups in the community; the poor, the public sector, and the private sector, in seeking out, identifying, and combating the causes of poverty within this community.
3. To make the entire community more responsive to the needs and interest of the poor by mobilizing all available resources and bringing about a greater institutional sensitivity.
4. To provide for maximum feasible participation of the residents of the areas and members of the groups served in the development of plans and priorities among projects, activities, and areas as needed for the most effective and efficient use of resources.
5. To provide opportunities for affordable housing for families in service areas.

ARTICLE III

BOARD OF DIRECTORS

The affairs of the Corporation shall be governed by its Board of Directors which is the principal representative body. The membership of Board of Directors shall consist of fifteen and no more than (27) representatives. In no event shall the membership of the Board of Directors exceed twenty-seven (27) representatives. The minimum membership of the Board of Directors shall be fifteen (15) representatives, and in no event shall the membership of the Board be less than fifteen (15) representatives.

ARTICLE IV

MEMBERSHIP OF THE BOARD

- A. One-third of the members of the governing body shall be elected public officials, or their representatives. Such elected public officials shall be designated by the chief elected officials of the county government or governments. In the event there are not enough elected public officials reasonably available and willing to serve on the governing body, the designating officials may designate appointed public officials to serve as members of the governing body. Each public official designated to serve as member of the governing body may choose one permanent representative to serve on the Board either full-time or whenever such public official is unable to attend a meeting. Such representatives of designated public officials need not be public officials themselves, but shall have full authority to speak and act for the public officials whom they represent at meetings of the Board. If the designated public officials, both elected and appointed, who are willing to serve do not comprise one-third of the Board, then the remainder of the seats allotted to public officials shall remain vacant until filled by the designating officials as soon as an official is willing to serve as a member of the Board.

In the event that a public official designated by the designating officials to serve on the Board, or the representative of such designated public official, is also chosen to represent a private organization of the Board, such private organization shall select a different representative.

The public officials, or their representatives, who serve on the Board shall hereafter be referred to as Group A.

- B. At least one-third of the governing Board will be made up of democratically selected representatives of the poor. The elected representatives must be residents of the target areas.

The representatives of the poor need not be poor themselves, but shall be elected by the residents of those neighborhoods or areas that this community action agency is intended to serve, insuring that those who are poor participate fully in the selection process. These representative must reside within the target area that they represent.

In general, each neighborhood or target area represented by a Neighborhood Council shall elect one representative to membership on the Board of Directors; provided, however, that the number of representatives so selected from each such Neighborhood Council or target area, in relation to the total number of representatives of the poor on the Board of Directors, is reasonably proportionate to the number of poor persons in such neighborhood or target area as compared to the number of poor persons in the community as a whole. The procedure utilized in the neighborhood or target areas for the election of such representatives shall insure maximum feasible participation of the poor and fair representation of significant minority groups within the community. (In the event that poor persons who do not reside in the neighborhood or target area are to be represented on the Board of Directors, such representatives of the poor shall be selected only by the poor persons whom the community action agency is intended to serve and who reside outside of the recognized target areas where poverty is concentrated, and such representatives reside in any designated target areas.) Annual elections will be held in the target areas and other poverty areas to fill the vacancies resulting from the expiration of the term of office of the representatives of the poor. In March, the Executive Director of EOAC shall notify each target area or other poverty area of the number of representatives each specific area will be allocated for representation on the Board of directors. This number will be determined by the ratio of each area's poverty population to the total poverty population of McLennan, Falls, Limestone, Freestone, Bosque, and Hill Counties based upon the most recent U.S. Census report. The election of representatives in the target areas shall be held the first Monday in April of each year.

The procedure used for the election of representatives of the poor shall be the procedure set forth in ELECTION PROCEDURES FOR TARGET AREA REPRESENTATIVES TO EOAC BOARD OF DIRECTORS, adopted herein and made a part hereof as though fully set-forth herein. However, any replacement elected by a Neighborhood Council to fill the vacant seat of an elected representative of the poor, as provided in said procedure must be confirmed by majority vote.

If a nominee for replacement to fill a vacant seat is not submitted by the appropriate Neighborhood Council

within a reasonable time after such vacancy occurs, the remaining representatives of the poor who are serving on the Board shall, acting alone, select a person to fill out the term, provided that such person so selected shall represent the same constituency as the original representative.

The representatives of the poor on the Board shall hereafter be referred to as Group B.

- C. The remainder of the Board shall consist of representatives of private organizations of the type, size and character which shall be most likely to result in broad community involvement. Specifically, the private organizations so represented shall consist of private business, industry, labor, private education, religious and private social service organizations, constituencies of the poor concerned with specific problems of the poor, and private minority groups whose purposes include combating the causes and effects of poverty within significant minorities. The Board shall designate those specific organizations in each of the above described categories to be represented on the Board, and each organization so designated shall (select) one representative to serve as a member of the Board. Such representative shall have the authority to speak and act for the organization at meetings of the Board.

The number of representatives from industry, business and labor organizations shall be approximately equal to the number of representatives of private education, religious, private social service and minority organizations, and constituencies of the poor. Insofar as possible, each such category or organization shall be represented on the Board at all times. At any time that each such category or organization is not represented on the Board, by election, cross representation or appointment or in the event the desired balance described above does not exist, the Board shall designate an organization of such category to be represented on the Board, and/or shall attempt to correct such imbalance, by taking appropriate action whenever a vacancy occurs under the conditions described below, or upon the expiration of the term of office of a representative of a private organization.

If the representative selected by any of the above designated groups, associations or interests is deemed to have resigned or is removed by reason of failure to attend Board meetings as provided in Article VI, paragraph L of these Bylaws, the group, association or interest represented by such member shall be advised of such fact in writing and requested to select a replacement representative to serve on the Board for the unexpired term of such representative. If the replacement representative likewise fails to attend

Board meetings as required and is thereby deemed to have resigned or is removed pursuant to Article VI, Paragraph L of these Bylaws, the representation on the Board of such group, association or interest shall be terminated. In such case, the President of the Board of Directors shall appoint a Nominating Committee to nominate, for selection by the Board, another group, association or interest to be represented on the Board in place of the one whose representation is to be terminated.

When the number of major groups and interests designated for representation on the Board exceeds the available seats, a rotation plan for represented groups will be implemented. In such instance, each group will be rotated as needed beginning with the group which has the longest tenure of representation, but maintaining the desired balance and categories of organizations represented. Affected groups will be notified of the rotation at least thirty (30) days prior to the annual meeting.

The representation of private groups and interests shall hereafter be called Group C.

- D. The term of office of Board members. All Representatives serve at the pleasure of the board and the designating officials. No person selected in Groups B or C as a member of the Board shall serve on such Board for more than five (5) consecutive years, or more than a total of ten (10) years. After serving five consecutive years, a representative in Group B or Group C may not serve on the Board in any capacity for at least one full year. Terms of office are counted from the time an individual is appointed or elected to serve on the Board, and not according to program years of the agency.
- E. Vacancies and Replacements. Vacancies and replacement of out-going members shall be filled in the same manner and by the same body by which the member is elected, subject to the provisions of Paragraphs A, B, and C of this Article. The other provisions of this section notwithstanding, Board members shall continue to serve until the election and qualification of their successors.
- F. Board members shall qualify by written acceptance of the position.
- G. By resolution of the Board, any Board member may be reimbursed for out-of-pocket expenses incurred in the performance of any duty for the Corporation. Allowances for the poor for expenses incurred in attending Board and committee meetings may also be permitted. However, members of the Board shall not receive regular compensation for service on the Board.

ARTICLE V

PROCEDURE FOR PETITIONING REPRESENTATION ON THE BOARD

- A. Any private community agency or representative group of the poor which feels itself inadequately represented on the Board may petition for adequate representation.
- B. Any such petition must be signed by 50% of the bona fide members of that group or organization, and the petition must be presented to the President of the Board or to the Executive Director at the central offices of the agency.
- C. Upon being presented with such a petition, the President of the Board or the Executive Director, as the case may be, will place such petition on the agenda for the next regularly scheduled meeting of the Board, and such petition shall thereby be presented to the Board. The organization or group presenting such a petition shall be notified and afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request.
- D. When a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all rights and privileges of any other member of the Board.
- E. The Board shall then be readjusted and realigned, if necessary in order to maintain the proper representation of public officials and the poor within the, **twenty-seven (27)** member limitation set forth in Article III of these Bylaws.
- F. A written statement of the Board's action and such petitions shall be submitted to the petitioning group and a copy of that statement sent to the Texas Department of Community Affairs/Economic Opportunity Division.

ARTICLE VI

MEETINGS OF THE BOARD

- A. The annual meeting of the Board of Directors shall be on Monday of the third week in April of each year, subject to change by the Executive Committee with written notice as provided by this Article. *Committee assignments will be made, duties will begin in May and new officers will assume their duties in May.*
- B. Regular meetings of the Board of Directors shall be held at 5:30 p.m. on the third Monday of each month' provided, however, that if the President shall deem it necessary or convenient for conducting the business of

the Corporation, the date of such meetings may be advanced or postponed upon notice to all Directors and in the absence of written objection from at least eight (8) Directors.

- C. Special meetings may be convened upon call by the President or by any five (5) members of the Board of Directors pursuant to the Notice requirements of this Article.
- D. Meetings of the Board of Directors shall be held primarily in McLennan county, Texas, at a location convenient to the poor, as the Board of Directors shall from time to time designate. In the absence of such designation, the place of such meeting shall be designated by the President. Meetings may also be held in any county where services are provided.
- E. Written notices of all meetings stating the date, place, agenda and time shall be mailed by the Secretary, or by some person designated by the Secretary, to each member of the Board prior to the holding of such meetings; provided, however, that in the event that the time of the regular Board meeting is to be advanced or postponed, such notices shall be mailed on or before five days prior to the regular meeting date of the postponed meeting or five days prior to the advanced meeting date, whichever is earlier. **Public notices of the meeting will be posted.** The written notices to each Director required to be given by these Bylaws shall be mailed by regular mail to the last address known to the Secretary.
- F. The presence of fifty percent (50%) of the members (not including vacant seats) of the Board of Directors of this Corporation in any meeting thereof shall constitute a quorum of that body.
- G. Any action taken by the majority of the Directors at any meeting at which a quorum is present shall be an act of the Board of Directors.
- H. All regular, special, and committees meetings of the Board shall be open to the general public. Only issues pertaining to: Personnel, Litigation, and Real Estate shall be discussed in Executive Session. Discussions made in closed session must be finalized in open session.
- I. Secret ballot may be used when voting on any issues that may involve: (1) removal of a Board member for cause; (2) hiring or firing of an Executive Director of this Corporation; and (3) electing any officer of this Corporation.
- J. Each member of the Board shall be entitled to one (1) vote. Proxy voting is prohibited. Alternate members

are permitted to vote only in the absence of the member for whom they alternate, and may not serve as an officer of the Board.

- K. Any member of the Board in Group B or Group C may be removed from membership for willful misconduct. Removal must be supported by a two-thirds vote of a meeting at which a quorum is present. Elected public officials, or their representatives, who serve on the Board in Group A, may be removed from the Board only by the designating officials. Grounds for removal of members of Group A are absenteeism or willful misconduct. The Board may petition designation officials for removal of a Group A member on such grounds (removal for cause or absenteeism).
- L. Any member of the Board in Group A, B or Group C who is absent from two consecutive regularly scheduled meetings of the Board shall be considered as having resigned from membership on the Board unless such Board member shall show good cause to the Board for such absences. The Executive Director shall advise the Secretary of the Corporation when a Board member has been absent from two consecutive regularly scheduled meetings, and upon receipt of such advise, the Secretary shall send written notice to the member, at the members last known address, that the member may appear at the next regularly scheduled Board meeting to present to the Board the member's reasons which the member considers to constitute good cause for such absences. Such written notice shall also advise the member that the member's failure to appear at the next regularly scheduled meeting and to so present the reasons for such absences shall be deemed to constitute affirmation of such member's resignation.

If such member so appears and presents to the Board the reasons for such consecutive absences, a secret ballot shall be taken from those Board members present at the meeting and such member shall continue as member of the Board unless a majority of the members present, by their vote, find that the reasons presented by such member do not constitute good cause for the member's absences. The vote of the Board, as prescribed above, shall be final on the question of good cause.

If a representative of a designated public official serving on the Board in Group A shall be absent from two consecutive regularly scheduled Board meetings, the Executive Director shall advise the Secretary of the Corporation of such fact, and upon receipt of such advice, the Secretary shall send written notice of such fact to the public official who designated such representative to serve on the Board with a request that such public official appoints a different representative who is willing to faithfully serve.

- M. Any member of the Board who ceases to be a member of the target area group or private community organization which he represents on the Board, or any public official who ceases to hold the office which entitles him or her to sit on the Board shall no longer be a member of this Board except as otherwise provided in Article IV of these Bylaws.

ARTICLE VII

OFFICERS OF THE BOARD

- A. The officers of the Corporation shall be a President, a First Vice-President, a Second Vice-President, a Treasurer, and a Secretary. All officers shall be elected at the annual meeting of the Board of Directors for one-year terms. No one person may hold more than one office, provided, however, that the officers of the Secretary and Treasurer may be combined.
- B. The President shall be the principal representative of the Corporation, and subject to the control of the Board, shall, in general, supervise all of the business and affairs of the Corporation. The President shall preside at all meetings of the Board of Directors and all meetings of the Executive Committee of the Corporation. The President may sign, with the Secretary, or any other designated individual authorized by the Board, any contract, agreement, or other instruments which the Board has authorized. The President may authorize the Executive Director to sign financial reports, monthly and/or quarterly requests for funds, and those contracts and instruments which do not specifically require the signature of the Board President. The President shall call special meetings as necessary and perform all duties incident to the President in non-profit corporations as may be prescribed from time to time by the Board.
- C. The First Vice-President shall perform all the duties of the President in the absence of the President. The First Vice-President will also serve as Parliamentarian. The First Vice-President shall act as President during any period of time between the resignation of the President and until the President's office is filled as hereinafter provided.
- D. The Second Vice-President shall perform all the duties of the First Vice-President in the event of the absence or disability of that officer.
- E. The Treasurer shall be responsible for the funds of the Corporation under such regulations as shall be fixed by the Board of Directors.

- F. The Secretary shall keep, or cause to be kept, the records of the Corporation, record any proceedings of the Corporation, and perform all other duties usually incident to that office, *i.e., minutes, confirm proceedings of meetings documentation attendance.*
- G. Vacancies in any of the offices provided in these Bylaws shall be filled by the Board of Directors. Election of officers to fill vacancies may be held at any special meeting; provided, however, that notice is given in the call for such meeting that such election is to be held. Should no special meeting be held, vacancies may be filled by the Board of Directors at any regular meeting after such vacancies shall occur.
- H. Officers may be removed by the Board of Directors at any regular or special meeting for any reason deemed sufficiently by the Board of Directors. *Upon proper notice to said officer and Board and any public official they may represent.* The removal of any officer shall be without prejudice to the contract rights, if any, of the officer thus removed. The election or appointment of an officer shall not, of itself, create contract rights.

ARTICLE VIII

COMMITTEES OF THE BOARD

- A. Executive Committee. There shall be an Executive Committee of the Corporation elected by the Board of Directors. The membership of the Executive Committee shall fairly reflect the composition of the Board. The number of members of the Executive Committee may be changed from time to time by the Board of Directors but shall never be less than five (5) and no more than seven. The Executive committee may only transact routine and ordinary business between meetings of the full Board. The Executive Committee shall hold regular monthly meetings at a date and time which it shall select. Special meetings may be called by the President or by any two members of the Committee. Fifty percent (50%) of the membership of the Executive Committee shall constitute a quorum for the transaction of business.
- B. Personnel Committee. There shall be a Personnel Committee of the Board of Directors ~~elected by the EOAC Board.~~ The number of members may be changed from time to time but shall never be less than seven (7). The membership of the Personnel Committee shall fairly reflect the composition of the Board. The Personnel Committee shall establish the qualifications required to fill positions established by the Board of Directors. It shall counsel with the Executive Director in matters of employment. Any employee, once hired, who shall deem himself/herself aggrieved by any act or omission of any

other employee or having any questions related to his/her employment shall have the right to bring same before the Personnel Committee.

- C. Grievance Committee. A Grievance Committee consisting of at least nine (9) members shall be elected by the EOAC Board which will accept complaints or grievances against EOAC operations from any citizen. Groups A, B, and C will each have one-third representation on this committee.

Each complaint or grievance must be filed in writing at the office of the Executive Director of EOAC who, within ten (10) days, shall prepare a report which includes the complete complaint and all information pertaining to the grievance or complaint at his/her disposal and submit it to the Grievance Committee. The Grievance Committee shall have no more than thirty (30) days to prepare a written report to be submitted to the Board for action. A copy of the written report shall be submitted to the complainant. All information not included in the written report would be considered privileged to the members of the Grievance Committee and the Executive Committee.

- D. Nominating Committee. There shall be a Nominating Committee of the Board appointed by the President. The Nominating Committee will consist of not less than three (3) members and shall fairly reflect the composition of the total Board. The Nominating Committee will make nominations for officers of the Board of Directors, members of the Executive Committee, the Personnel and Grievance Committees. Other nominations may be made by any member of the Board from the floor.
- E. Other Committees. The Board of Directors or the President may from time to time elect or appoint committees from among the Board of Directors or persons not on the Board of Directors to perform such duties as from time to time may be delegated to them by the President or by the Board. Such committees shall serve at the pleasure of the Board of Directors or the President, as the case may be. The Directors or the President may delegate to such committees any and all authority which the Directors or President shall have a legal right to delegate.
- F. Composition of Committees. All committees must fairly reflect the composition of the Board of Directors.
- G. Ratification. All acts of any standing or special committee, except the Executive Committee, must be ratified by an act of the Board of Directors at a regular or special meeting of that body.
- H. Quorum and Act. A simple majority of any committee shall constitute a quorum of that committee. Any act of

the majority of a committee at which a quorum is present shall constitute an act of that committee.

ARTICLE IX

POWERS OF THE BOARD

- A. The Board of Directors shall be responsible for the planning, coordination, evaluation and administration of the community action agency including actions to develop information as to the problems and causes of poverty in the community, establish priorities among projects, activities and areas as needed for the best and most efficient use of resources.
- B. In this regard, the Board shall have the power to receive and administer funds pursuant to the Omnibus Reconciliation Act of 1981; to receive and administer funds and contributions from private and/or local public sources; to receive and administer funds under any federal or state assistance program pursuant to the requirements of those programs.
- C. In cooperation with other community agencies and officials, undertake actions to improve existing efforts to attack poverty, such as improving day-to-day communications, closing service gaps, focusing resources on the most needy, and providing additional opportunities to low income individuals for **affordable housing**, regular employment, or participation in the programs or activities for which those community agencies and officials are responsible.
- D. The Board shall initiate and sponsor projects responsible to the needs of the poor which are not otherwise being met, with particular emphasis on providing central or common services that can be drawn upon by a variety of related programs, developing new approaches or new types of services that can be incorporated into other programs.
- E. Establish effective procedures by which the poor and area residents concerned will be enabled to influence the character of programs affecting their interests, provide for their regular participation in their implementation of those programs and provide technical and other support needed to enable the poor and neighborhood groups to secure on their own behalf available assistance from public and private sources.
- F. Join with and encourage business, labor, and other private groups and organizations to undertake, together with public officials and agencies, activities in support of the agency which will result in the additional use of private resources and capabilities.

- G. The Board shall have the power to transfer funds so received and to delegate powers to other agencies subject to guidelines of the appropriate agencies and the Board's overall program responsibilities.
- H. The Board shall have the power to contract and to perform any acts necessary to carry out its functions in accordance with the Omnibus Reconciliation Act of 1981.

ARTICLE X

AREA BOARDS, COUNCILS AND ADVISORY COMMITTEE

- A. The Board of Directors shall cause to be established Policy Councils and Advisory Committees as appropriate. The Policy councils and Advisory Committees shall be constituted so as to be broadly and fairly representative of the residents, the different neighborhoods, and the major groups within its area. At least a majority of its members must be representatives of the poor residing within the area.
- B. Policy Councils and Advisory Committees of the Board shall serve in an advisory capacity to program components and to the Board as a whole.
- C. Other functions of the Policy Councils and Advisory Committees may include, but not be limited to: (1) Conducting other types of component projects within their own neighborhoods; (2) Serving as constructive monitoring and support groups for local activities of community-wide projects; (3) Performing planning functions; (4) The right to modify proposed program activities within their own neighborhoods.
- D. The Policy Councils and Advisory Committees shall have those applicable powers which may be specified in the Head Start Policy Manual and other applicable manuals/directives.
- E. In additions, the Board of Directors may cause to be established a Council of Advisors, which Council shall not be neighborhood-based, but shall have a community-wide base co-extensive with that of the agency. Such Council of Advisors shall not have responsibility for or authority to make major policy determinations with respect to the character, funding, extent, and administration of and budgeting for programs or activities carried on in the community served by the agency, but shall act only in an advisory capacity and shall provide advice and counsel to the Board with respect thereto.

The number of members of such Council of Advisors shall not be fixed, but shall be determined by the Board. The membership of such Council shall, in general, consist of public officials or their representatives,

representatives of the poor, and representatives of private groups, associations and interests as is defined as Groups A, B, and C in Article IV of these Bylaws, and the representation on the Council of each Group shall be in approximately the same proportions as those Groups are represented on the Board of Directors.

The President of the Board of Directors shall be a member of and President of the Council of Advisors. Past Presidents of the Board of Directors shall be entitled to appointment to a membership term on such Council; provided, however, that no person other than the current President of the Board of Directors may have concurrent memberships on both the Board of Directors and the Council of Advisors. All other selections or appointments to membership on such Council shall be by majority vote of a quorum of the Board of Directors.

The Council of Advisors shall meet with the Board of Directors at least once a year to review programs and activities of the Corporation, and at such other times as may be designated by the Board or the Executive Committee of the Board. Individual members of such Council may be consulted by the Board, or by Committees of the Board, or by the staff at the direction of the Board or the Executive Committee, as needed and desired.

The term of office on such Council shall be one year but a member may be selected or appointed by the Board to serve additional consecutive or non-consecutive one-year terms. Advisors shall qualify for membership on such Council by written acceptance of the appointment or selection of the Board of Directors.

ARTICLE XI

AMENDMENTS OF THE BYLAWS

- A. These Bylaws may be amended, altered or revised at any time by a majority vote of the Board of Directors, a quorum being present. The amendments, alterations or revisions of these Bylaws shall be subject to the notice and agenda requirements of Article VI.
- B. All amendments, alterations or revisions of these Bylaws shall be promptly transmitted to the Economic Opportunity Division of the Texas Department of Community Affairs.
- C. Notice of any meeting at which an amendment to these Bylaws is to be voted on must contain a fair statement of the change or addition to these Bylaws which is to be voted on at the meeting in question. Any Director desiring that an amendment to these Bylaws be voted on at any meeting shall give written notice of such desire,

together with a written motion stating verbatim the change which he proposes, to the Secretary on or before ten (10) days prior to any meeting. On receipt of such notice, the Secretary shall cause notices to the Directors of the next following Directors' meeting to include the fair statement above provided. At any meeting at which notice has been given in accordance with this paragraph that a proposed amendment is to be voted on, any Director may propose an amendment to, or change in the language of, the proposed amendment with respect to which such notice was given. The Board may adopt such amendment as thus amended or changed so long as the proposed amendment to, or change in the amendment, is germane to the subject covered by the proposal with respect to which notice was given.

- D. Any Director may waive notice of any meeting at any time before or after such meeting. All actions of the Board of Directors at any meeting with respect to which a waiver of notice is delivered by any Director to the Secretary shall in all respects be as legal and binding as if the Director had received the notice required to be given by these Bylaws.

ARTICLE XII

DISSOLUTION OF THE CORPORATION

Dissolution of this Corporation shall be in compliance with the laws of the State of Texas and those pertinent requirements and regulations of the Department of Health and Human Services and in accordance with other State and Federal guidelines. The disposition of all property and assets of this Corporation shall be in accordance with appropriate regulations/directives.

ARTICLE XIII

QUALIFICATIONS OF DIRECTORS AND COMMITTEE MEMBERS

- A. All Directors and committee members shall be citizens of Falls, McLennan, Hill, Bosque, Freestone, and Limestone Counties, Texas. They shall be selected with a view that the Board of Directors shall consist of persons qualified by experience and knowledge to effectively direct the affairs of the Corporation, but also with a view that the persons and classes of persons for whose aid and help the Corporation was established shall be represented on the Board by a sufficient number of directors from such classes of persons so that their viewpoint and needs can be known to the Board by virtue of their first-hand experience with the conditions which the Corporation seeks to remedy.

- B. From time to time, the Board may request nominations for members of the Board by groups or organizations outside the Board.
- C. In the selection of the membership of committees, the President and the Board shall be governed by the same considerations above set out governing selection of members for the Board itself.
- D. No board member may participate in the selection, award, or a subcontract supported by CSBG and other State and Federal funds if: (1) the board member, (2) any member of his/her immediate family (as defined in the CSGB contract), (3) the board member's partner, or (4) any organization which employs or is about to employ any of the above, has a financial interest in the firm or person selected to perform the subcontract. No employe of the CAA or of the Texas Department of Housing and Community Affairs may serve on the board.
- E. Board members shall not vote for or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the continued employment of a person who has been continuously employed for a period of two years prior to the election or appointment of the officer, or governing body member related to such person in the prohibited degree.
- F. A person who has been terminated for cause from employment at EOAC or summarily suspended from employment at EOAC or who is ineligible for rehire at EOAC and anyone related to such person within the second degree by affinity or third degree by consanguinity is not eligible to be a member of the Board of EOAC.

ARTICLE XIV

MINUTES

Written Minutes shall be kept of all meetings of the Board of Directors and may be required to be kept by any committee which so desires. Any Director may require that his/her own vote upon any action of the Board be specifically recorded in such Minutes. Any Director may require that the vote of any Director upon any action of the Board be recorded in the Minutes. Committee members shall have the same rights where committee Minutes are kept. When such committee minutes are not kept, any committee member shall have the right to have his/her own vote on action of his/her committee, or the vote of any other member of the

Corporation at its next regular meeting.

Statements and discussions relating to matters before the Board need not be recorded in the Minutes, but may be so recorded at the Board's pleasure. In the absence of specific direction from the Board, the extent to which matters other than the official actions of the Board and record of votes (as hereinabove provided for) shall be recorded in the Minutes and shall be discretionary with the Secretary. The written Minutes of the last meeting of the Board of Directors shall be distributed to each member of the Board by mailing same to each Board member along with the written notice of the next scheduled Board meeting, as provided in Article VI, Paragraph E of these Bylaws. Minutes of Board meetings shall be available to the public upon written request.

ARTICLE XV

FUNDS OF THE CORPORATION

Checks, drafts and other orders for the payment of money shall be signed by such officers or agents of the Corporation, and in such manner as shall from time to time be determined by the Board of Directors.

ARTICLE XVI

The Corporation shall operate without a corporate seal.

ARTICLE XVII

EXECUTIVE DIRECTOR

The Board of Directors may employ an Executive Director and may give such person full authority in the management and operation of the affairs of the corporation (subject only to the orders of the Board of Directors and of the Executive Committee and of any other committee to which authority is delegated to the Board of Directors). This authority shall include the authorization to sign required financial reports, monthly and/or quarterly requests for funds, and those contracts and instruments which do not specifically require the signature of the Board President. The term of the Executive Director's employment shall be established by the Board of Directors.

ARTICLE XVIII

EMPLOYEES

- A. The Board of Directors shall establish such positions for employees as it shall deem necessary or desirable for carrying out the affairs of the Corporation. It shall also establish the salary range for each position.

- B. If the Board of Directors employs an Executive Director, such person shall select persons to fill the positions and shall have the right to discharge such persons, their compensation to be fixed in accordance with the policies established by the Board of Directors as above provided.
- C. No positions will be filled without appropriate arrangements having been made for funding.
- D. The Board of Directors from time to time may make arrangements with accountants, attorneys, consultants and other for the performance of the services needed by the Corporation on any basis which it may deem to be reasonable.

ARTICLE XIX

CHARITABLE USE OF ASSETS

The assets of the Corporation are pledged for use in performing the Corporation's charitable functions. On discontinuance of the Corporation by dissolution or otherwise, the assets remaining after any disposition required by federal or state law or regulation for a public purpose are to be transferred to the State of Texas for a public purpose or to a charitable or similar organization that is qualified as a charitable organization under Section 501(c)3, Internal Revenue code of 1986 as amended.

INTERNAL REVENUE SERVICE
District Director

DEPARTMENT OF THE TREASURY
1100 Commerce St., Dallas, TX 75242

Economic Opportunities Advancement Corporation of Planning Region XI
500 Franklin Ave
Waco, TX 76701-2111

Person to Contact:
Customer Service Division
Telephone Number:
1-800-829-1040

Refer Reply to:
EP/EO MC 4940 DAL

Date:
May 3, 1999

EIN: 74-1549077

Dear Sir or Madam:

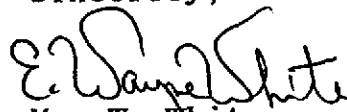
Our records show that Economic Opportunity Advancement Corporation of Planning Region XI is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted in January 1968 and remains in full force and effect. Contributions to your organization are deductible 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) of the Code.

This letter may be used to verify tax-exempt status.

If you have any questions, please contact the Customer Service Division at the telephone number shown above.

Sincerely,


Mr. W. White
Revenue Agent
75-07406

990 FORM

PAGES 383 to 386 = 4 PAGES

UNDER SECTION 6103 & 6104 OF U.S. CODE
TITLE 26

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DATE PLACED

3 1999

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

EOAC BOARD LIST

1999 - 2000

"PY - J"

AD\BOD\LIST

REVISED 04/14/99

EXECUTIVE COMMITTEE

PY - "J"
1999 - 2000

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Fernando Villarreal Representing County Commissioner Wendell Crunk President	1001 South 18th Waco, TX 76706	754-3838 (B)
Susan Copeland Representing RSVP 1st Vice President	RSVP 1400 College Drive Waco, TX 76708	299-8577 (B)
Curtis Martin Representing Ray Meadows 2nd Vice President	4716 West Waco Drive Waco, TX 76710	772-7253 (B)
Stephanie Lambring Representing Head Start Policy Council Secretary	3824 Sleeper Waco, TX 76707	772-7253 (B)
Elisa Rainey Representing Sheehy Lovelace, Mayfield Treasurer	510 N. Valley Mills Suite #500 Waco, Texas 76710	772-8022 (B)
Linda Ethridge Representing City of Waco	3003 Braemar Waco, TX 76710	776-6718 (R)
De Smith Representing Kip Averitt	6801 Sanger Avenue Suite 199B Waco, TX 76710	772-6225 (B)

REVISED 04/14/99

BOARD OF DIRECTORS

1999 - 2000

PY "J"

GROUP "A" - ELECTED PUBLIC OFFICIALS (OR THEIR REPRESENTATIVES)

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>BEGINNING DATE OF SERVICE</u>
Fernando Villarreal Representing Wayne Davis County Commissioner Pct. 1	1001 S. 18th Waco, TX 76706	754-3838 (B) 752-4242 (R)	11/19/94
Curtis Martin Representing Ray Meadows EOAC Executive Committee	4716 W.Waco Dr. Waco, TX 76710	754-3806 (H) 772-7253 (B)	09/20/93
Rev. E. H. Hooker Representing Judge Jim Lewis (2/18/91)	7116 Country Club Waco, TX 76710	772-1412 (R) 774-5742 (CP)	02/18/92
Linda Ethridge Representing City of Waco	3003 Braemar Waco, Texas 76710	776-6718 (R)	06/17/96
Mrs. Lucile Hampton Representing Falls Co. Commissioner's Court	815 Lucas Street Marlin, TX 76661	883-2302 (R)	10/17/97
De Smith Representing State Rep. Kip Averitt	6801 Sanger Ave. Suite #199B Waco, TX 76710	772-6225 (B)	05/15/85
Coque Gibson Representing Lester Gibson PCT. 2	P.O. Box 1393 Waco, TX 76703	799-7342 (R) 776-3733 (B)	12/19/94
Roy Gonzalez Representing Rep. Jim Dunnam	P.O. Box 21163 Waco, TX 76702	776-0438 (R) 772-8866 (B)	03/24/97

Members of this group can serve an unlimited term.

* President **** Secretary

** 1st Vice-President *****Treasurer

*** 2nd Vice-President

REVISED 04/14/99

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BOARD OF DIRECTORS
1999 - 2000
PY "J"
GROUP "B" - REPRESENTATIVES OF TARGET AREAS

NAME	ADDRESS	TELEPHONE	BEGINNING DATE OF SERVICE
Agnes Ryan Representing Kate Ross Neighborhood Council	1228 Ross Waco, TX 76706	752-4660 (R)	03/20/95 03/2000
Lisa Cochran Representing LULAC Council #273	3316 Pewitt Waco, TX 76706	710-2116 (B) 662-0436 (R)	01/25/99 06/2004
George Green Representing East Riverside Neighborhood Asso.	326 Hood Street Waco, TX 76704	752-2127 (R)	05/18/98 05/18/2003
Ted Houston Representing Bosque County	Rt. 3 Box 474B Whitney, TX 76692	694-7111 (B)	03/15/99 03/15/2003
Darlene Cates Rep McLennan County Caritas	318 S. 5TH Waco, TX 76701	753-4593 (B) 836-9024 (R)	02/22/99 02/22/2003
Pat Cornett Representing Charter School	2315 Sanger Avenue Waco, TX 76707	710-1510 (B) 753-1247 (R)	02/22/99 02/22/2003
Douglas McKee Representing Falls County	P.O. Box 108 Chilton, TX 76636	546-5051 (R)	03/15/99 03/22/2003

REVISED 4/14/99

BOARD OF DIRECTORS

1999 - 2000

PY "J"

GROUP "C" - REPRESENTATIVES OF ORGANIZATIONS/AGENCIES

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>BEGINNING DATE OF SERVICE</u>
Elisa Rainey Representing Sheehy Lovelace, Mayfield	510 N. Valley Mills Suite 500 Waco, TX 76710	772-8022 (B) Term ends:	09/21/98 09/2003
Stephanie Lambring Representing H. S.	3824 Sleeper Waco, TX 76707	867-6779 (B) 754-2063 (R)	08/16/96 08/16/2001
Barbara Rusling Coldwell B/Hallmark	7101 Bosque Blvd. Waco, TX 76710	772-8500 (B) Term ends:	09/21/98 09/2003
Susan Copeland Representing RSVP	RSVP 1400 College Drive Waco, Texas 76708	299-8577 (B) Term ends:	10/16/96 10/2001
Dawn Tucker Representing Freeman Center	2505 Washington Ave Waco, TX 76703	753-3653 (B) 867-8179 (R)	02/22/99 02/22/2003
Darlene Nobles Representing Mayor's Committee	401 Franklin Ave. Suite 10 Waco, TX 76701	754-5627 (B) Fax 756-7446	02/22/99 02/22/2003
Sharla Garcia Representing MCYC	4601 N. 19TH Waco, TX 76708	753-6002 (B)	02/22/99 02/22/2003

REVISED 04/14/99

NOMINATING COMMITTEE
PY - "J"
1999-2000

NAME	ADDRESS	TELEPHONE	BEGINNING DATE OF SERVICE
Stephanie Lambring	3824 Sleeper Waco, TX 76707	772-7253 (B) 754-2063 (R)	01/24/94
Curtis Martin	4716 West Waco Dr.	754-3806 (R) 772-7253 (B) 744-1788 (C)	08/31/96
Fernando Villarreal	1001 S. 18TH Waco, TX 76706	754-3838 (B) 752-4242 (R)	11/19/94
Barbara Rusling	7101 Bosque Waco, TX 76710	772-8500 (R)	10/19/98
Susan Copeland	1400 College Drive Waco, TX 76708	299-8577 (B)	10/16/96
Coque Gibson	P.O. Box 1393 Waco, TX 76703	799-7342 (R)	12/19/94

REVISED 04/14/99

PERSONNEL COMMITTEE

NAME	ADDRESS	TELEPHONE
Fernando Villarreal Representing Wendell Crunk County Commissioner	1001 South 18th Waco, Texas 76706	754-3838 (B)
Stephanie Lambring Head Start Policy Council	3824 Sleeper Waco, TX 76707	867-6779 (B) 754-2063 (R)
Coque Gibson Representing Commissioner Lester Gibson	P.O. Box 1393 Waco, TX 76703	799-7342 (R)

REVISED 04/14/99

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GRIEVANCE COMMITTEE

NAME	ADDRESS	TELEPHONE
Fernando Villarreal	1001 S. 18th Waco, TX 76706	754-3838 (B) 752-4242 (R)
Roy Gonzales	P.O. Box 21163 Waco, TX 76702	776-0438 (R) 772-8866 (B)
Susan Copeland	1400 College Drive Waco, TX 76708	299-8577 (B)
Pat Cornett	2315 Sanger Avenue Waco, TX 76707	710-1510 (R)
Dawn Tucker	2505 Washington Avenue Waco, TX 76703	753-3653 (R)
Coque Gibson	P.O. Box 1393 Waco, TX 76703	799-7342 (R)

REVISED 04/14/99

BY-LAWS COMMITTEE

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Fernando Villarreal	1001 S. 18th Waco, TX 76706	754-3838 (B) 752-4242 (R)
Roy Gonzalez	P.O. Box 21163 Waco, TX 76702	776-0438 (R) 772-8866 (B)
Stephanie Lambring	3824 Sleeper Waco, TX 76707	867-6779 (B) 754-2063 (R)

REVISED 04/14/99

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TITLE 26

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STATE OF TEXAS
OFFICE OF THE SECRETARY OF STATE
AUSTIN, TEXAS 78711

Mark W. White, Jr.
SECRETARY OF STATE

NOVEMBER 14, 1974

Bruce Hughes
ASST. SECRETARY OF STATE

THURMAN E. DORSEY
110 SOUTH 12th
WACO, TEXAS 76701

CHARTER NO: 223598-1

RE: ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION OF PLANNING REGION XI

The following instrument is enclosed for your files, the original has been filed in this office;

- XXX . Certificate of Amendment and duplicate original copy.
-) Certificate of merger and duplicate original copy.
- () Duplicate original copy of Statement of Change of Registered Office & Registered Agent.
- () Duplicate original copy of Statement of Resolution Authorizing Incorporation by Reference.
- () Duplicate original copy of Designation of Registered Office and appointment of Registered Agent.
- () Duplicate original copy of Statement of Cancellation of Treasury Shares.
- ()

This will acknowledge receipt of your remittance in payment of the filing fee.

Sincerely Yours,

Mark W. White, Jr.
Secretary of State

By: 
Bill Kimbrough
Director
Corporation Division

OCT 29 1974

James B. Chote
Deputy Director, Corporation Division

ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION
OF
ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

Pursuant to the provisions of Article 4.03 of the Texas Non-Profit Corporation Act, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation which:

1. The name of the Corporation is Economic Opportunities Advancement Corporation.
2. The following amendment to the Articles of Incorporation was adopted by the corporation on September 16, 1974.

Article I of the Articles of Incorporation is hereby amended so as to read as follows:

ARTICLE I

The name of the Corporation is Economic Opportunities Advancement Corporation of Planning Region XI.

Article IV of the Articles of Incorporation is hereby amended so as to read as follows:

ARTICLE IV

The purpose or purposes for which it is organized are to implement and carry out the provisions and spirit of the Economic Opportunity Act of 1964 and its subsequent amendments which recognize that the United States can achieve its economic and social potential as a nation only if every individual has the opportunity to contribute to the full extent of his capabilities and to participate in the workings of our society; to strive for the elimination of poverty in Waco, Texas and Planning Region XI by opening to everyone the opportunity to live in decency and dignity; to receive grants and gifts of public and private money and property; and to strengthen, supplement and coordinate other efforts in Waco, Texas and Planning Region XI in furtherance of the above purposes.

ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION
OF
ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

Pursuant to the provisions of Article 4.03 of the Texas Non-Profit Corporation Act, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation which:

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OFFICE OF THE SECRETARY OF STATE

CERTIFICATE OF INCORPORATION
OF

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
Charter No. 223598

The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated April 25th, 1966

John L. Hill
Secretary of State



IN WITNESS WHEREOF, we have hereunto set our hands,
this the 22 day of April, 1966.

David B. Kultgen
David B. Kultgen

Irene Bowden
Irene Bowden

Dell Dintaman
Dell Dintaman

THE STATE OF TEXAS 0

COUNTY OF MC LENNAN 0

I, Lee Walker, a Notary Public
do hereby certify that on this 22 day of April, 1966,
personally appeared before me David B. Kultgen, Irene Bowden
and Dell Dintaman, who each being by me first duly sworn, severally
declared that they are the persons who signed the foregoing document
as incorporators, and that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and
seal the day and year above written.

Lee Walker
Notary Public in and for McLennan
County, Texas.

My Commission Expires June 1, 1967.

<u>NAME</u>	<u>ADDRESS</u>
W. O. Russell	300 South 32nd Waco, Texas
Ross A. Segrest	2404 LaSalle Waco, Texas
Fred B. Smith	Bellmead State Bank Waco, Texas
Goodhue Smith	First National Bank Waco, Texas
Alva Stem	300 Bridle Path Road Waco, Texas
Grady Stidham	310 South 13th Waco, Texas
Ted Uptmore	West, Texas
Joe L. Ward, Jr.	313 Washington Waco, Texas
Johnnie Watkins	4520 Bosque Boulevard Waco, Texas
B. K. West	2801 Parish Waco, Texas
✓ Mrs. Ometa White	708 Faulkner Lane Waco, Texas
Miss Louretha Williams	Veterans Administration Hospital Waco, Texas

ARTICLE SEVEN

The name and address of each incorporator is:

<u>NAME</u>	<u>ADDRESS</u>
David B. Kultgen	325 Mount Lookout Drive Waco, Texas
Irene Bowden	2900 Colcord Waco, Texas
Dell Dintaman	1825 Northcrest Waco, Texas

NAMEADDRESS

N. M. Atkins	605 Columbus Waco, Texas
Robert Bell	Veterans Administration Hospital Waco, Texas
Robert S. Bennett	First National Bank Building Waco, Texas
Thomas G. Bently	1841 North 25th Street Waco, Texas
Raymond Berry	1709 Nelva Waco, Texas
Mrs. Stanton Brown, Jr.	2620 MacArthur Drive Waco, Texas
Mrs. Kirby Bramble	1312 James Street Waco, Texas
John Bruce	925 Columbus Waco, Texas
Domingo Capetillo	2025 Speight Waco, Texas
Rev. R. L. Castle	500 Turner Waco, Texas
Mrs. Jeffie O. A. Conner	617 South 12th Street Waco, Texas
Rev. E. J. Culp	Tokio Rural Route West, Texas
Mrs. Fannie Daniel	1204 Payne Waco, Texas
Mrs. Will (Mary Jane) Davis	1724 Faulkner Lane Waco, Texas
Avery Downing	3420 West Waco Drive Waco, Texas
N. Lee Dunham	Baylor University Waco, Texas
Mrs. Juliette Ermon	1105 Connor Waco, Texas

and dignity; and to strengthen, supplement and coordinate other efforts in Waco and McLennan County, Texas in furtherance of the above purposes.

ARTICLE FIVE

The street address of the initial registered office of the corporation is 227 Liberty Building, ^{Waco, Texas} and the name of its initial registered agent at such address is Otto Landron.

ARTICLE SIX

The number of directors constituting the initial Board of Directors of the corporation is seventy-three and the names and addresses of the persons who are to serve as initial directors are:

<u>NAME</u>	<u>ADDRESS</u>
Edwin Gummelt, Jr.	4708 West Waco Drive Waco, Texas
David Kultgen	1702 West Waco Drive Waco, Texas
L. Roy Adams	113 Chestnut Waco, Texas
Emmett Yant	1019 Washington Waco, Texas
George Nokes	101 Lake Air Center Waco, Texas
Robert L. Herbert	9th Floor Medical Arts Building Waco, Texas
James J. Miller	605 Liberty Building Waco, Texas
Raymond Mormino	County Court House Waco, Texas
Miami Roberson	1800 Dripping Springs Waco, Texas
Elmer Roberts	City Hall Waco, Texas

<u>NAME</u>	<u>ADDRESS</u>
✓ Mrs. Fannie-Johnson	1001 Preston Waco, Texas
Clifford Knape	Veterans Administration Hospital Waco, Texas
Lawrence Lacy	Citizens National Bank Waco, Texas
Miss Patt Laidler	1019 Washington Waco, Texas
Elehugh Levy	411 Webster Waco, Texas
C. C. Locke	1914 Colcord Waco, Texas
Joe Lopez	1308 Bagby Waco, Texas
Joe E. Martinez	2408 Connor Waco, Texas
✓ H. McCloney	1020 Elm Waco, Texas
Mrs. Cecil McKinney	809 Ross Waco, Texas
James J. Miller	Liberty Building Waco, Texas
Richard K. Moore	Johnson Drive McGregor, Texas
Robert G. Packard	Baylor University Waco, Texas
Louis Palzer	Providence Hospital Waco, Texas
Rabbi M. Podet	3220 Live Oak Waco, Texas
Bill E. Porter	530 Golden Triangle Waco, Texas
Edward N. Pugh	Veterans Administration Hospital Waco, Texas

73 People listed in city chapter

<u>NAME</u>	<u>ADDRESS</u>
T. Wilson Erwin	800 Clay Avenue Waco, Texas
Ernie Esch	First National Bank McGregor, Texas
E. K. Folly	Farmers' and Merchants's Bank Mart, Texas
Miss Eddie C. Forsgard	901 South 7th Street Waco, Texas
Mrs. William Fortson	1011 Dawson Waco, Texas
Ben Garcia	515 Ivy Waco, Texas
✓ Luther George	1625 North 6th Waco, Texas
G. M. Gorham	Route #3 Waco, Texas
Father Gregory Labater	St. Francis-on-the-Brazos 301 Jefferson Waco, Texas
✓ Rev. Marvin Griffin	1324 North 6th Waco, Texas
W. L. Hamilton	1225 Taylor Waco, Texas
James R. W. Harper	3420 West Waco Drive Waco, Texas
✓ Mrs. Lola W. Hicks	409 Turner Waco, Texas
Archie Hoppenstein	713 Franklin Avenue Waco, Texas
Charlie Hunt	5200 Beverly Drive Waco, Texas
Dr. Eugene Jud	2304 Herring Waco, Texas
✓ Thomas Hood	1124 Calumet Waco, Texas



OFFICE OF THE SECRETARY OF STATE

CERTIFICATE OF AMENDMENT OF

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION OF PLANNING REGION XI.

CHARTER NO. 223598 FORMERLY (ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

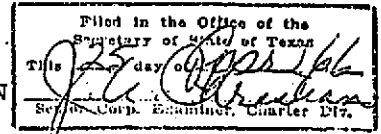
The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Amendment to the Articles of Incorporation of the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Amendment to the Articles of Incorporation and attaches hereto a duplicate original of the Articles of Amendment.

Dated OCTOBER 29, 19 74

Handwritten signature of the Secretary of State and the printed title 'Secretary of State' below it.





ARTICLES OF INCORPORATION
OF

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

We, the undersigned natural persons of the age of twenty-one 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 ONE

The name of the corporation is Economic Opportunities Advancement Corporation.

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The purpose or purposes for which it is organized are to implement and carry out the provisions and spirit of the Economic Opportunity Act of 1964 which recognizes that the United States can achieve its economic and social potential as a nation only if every individual has the opportunity to contribute to the full extent of his capabilities and to participate in the workings of our society; to strive for the elimination of poverty in Waco and McLennan County, Texas by opening to everyone the opportunity for education and training, the opportunity to work, the opportunity to live in decency.

COPYRIGHT MATERIAL

5 pages have been withheld

PLEASE NOTE: The responsive information contains copyrighted information that can only be made available to you for viewing in person. Because the information indicates that it is protected by copyright, you may review this information in person during normal business hours at TEA. If you are interested in reviewing the copyrighted information, please send an email to accred@tea.state.tx.us to schedule an appointment.

MEMORANDUM

To: Mary Perry
From: Brenda Niles
Date: Thursday, December 21, 2000
RE: Review of Charter Application for EOAC Waco Charter School

The following summarizes various issues and/or concerns for Waco Charter School based on our review of their charter application.

Business Plan

Student Attendance Accounting

What is official Attendance time?

Page 3 of the employment handbook indicates that official attendance time is 9:30, but it also states that all attendance sheets should be in the hall by 9:30. Please explain.

Financial Management

The fiscal year for the charter school will have to change from May 1 through April 30 to September 1 through August 31.

According to the financial report included in the application the charter school finished the last two years operating in a deficit. Please explain.

What actions have been taken to ensure that future deficits do not occur?

WACO CHARTER SCHOOL

Admissions: Admissions is conducted on a first-come, first served basis (p. 15). Instead of this system, the school should establish an application period prior to each school year and, at the end of the application period, conduct a lottery if applications exceed available space.

Geographic Boundaries: OK (p. 16).

Impact Statement: OK (p. 16 & Exhibit D). The applicants delivered the Statements of Impact by hand rather than mailing them, so there is no return receipt.

Public Notice: OK (p. 17 & Exhibit F).

Facilities: OK (p. 19 & Exhibits U and V).

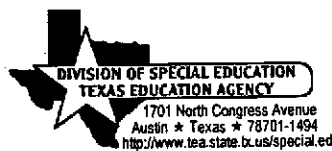
Governance Structure: OK (p. 20 & Exhibits).

Evidence of Nonprofit Status: OK (p. 21 & Exhibits). However, in searching the Secretary of State records I do not find any indication that the Economic Opportunities Advancement Corporation (charter #00223598-01) has filed an assumed name certificate, in order to be able to conduct business under the name "Waco Charter School." (This is not a tremendously serious matter – it does not invalidate anything that the school has done under that name. However, if the school has not filed such an assumed name certificate, they should do so, to avoid any future problems.)

Special Education Overview

First Generation

Waco Charter School



County-District No.

Region

Complaints

No formal complaints received by Agency as of September 30, 2000.

Legal

No pending hearings, no hearings docketed as of September 30, 2000.

Accountability (program monitoring)

Date of Visit	Number of Indicators Cited	Corrective Action Status	Special Education Compliance Status	Comments
1/5/99	7	Closed: 12/11/00	Corrective Action: Compliant	

Data provided by the Division of Accountability Evaluations, December 18, 2000

Funding

Fiscal Year	IDEA-B Formula	Capacity Building	Preschool	State Special Education Block Grant
1999-2000	\$10,390.00	\$263.00	\$1,010.00	\$21,767.00
1998-1999	\$2,812.00	\$157.00	\$1,002.00	\$50,385.00
1997-1998	\$1,182.00	n/a	\$962.00	\$61,839.00

Source: WEB SAS and Division of State Funding

Ethnicity

Fiscal Year	Native Amer		Asian		Afr Amer		Hispanic		White		All Students		
	Non Sped	Sped	Non Sped	Sped	Non Sped	Sped	Non Sped	Sped	Non Sped	Sped	Non Sped	Sped	Total
1999-2000	0	0	0	0	81	24	69	■	18	■	168	34	202
1998-1999	0	0	0	0	94	9	64	■	13	■	171	16	187
1997-1998	0	0	0	0	65	11	43	■	23	■	131	14	145

Source: PEIMS

Disability

Fiscal Year	ED	LD	MR	SI	Other Disabilities
1999-2000	11	■	■	19	0
1998-1999	7	■	■	■	0
1997-1998	■	■	0	10	0

AI = Auditory Impairment ED = Emotional Disturbance NCEC = Noncategorical SI = Speech Impairment
 AU = Autism LD = Learning Disabled OHI = Other Health Impaired TBI = Traumatic Brain Injury
 DB = Deafblind MD = Multiple Disabilities OI = Orthopedic Impairment VI = Visual Impairment
 DD = Developmental Delay MR = Mental Retardation

Source: PEIMS

Instructional Arrangement/Setting

Fiscal Year	Mainstream	Resource	Self-Contained	Res Care & Treatment
1999-2000	34	0	0	0
1998-1999	16	0	0	0
1997-1998	14	0	0	0

Source: PEIMS

Discipline

Fiscal Year	Student Population		In-School Suspension		Out-of-School Suspension	
	Non Sped	Sped	Non Sped	Sped	Non Sped	Sped
1999-2000	168	34	0	0	0	0
1998-1999	171	16	0	0	0	0

Note: Initial year of data collection 1998-99

Source: PEIMS

TAAS (Special Education Students Only)

Fiscal Year	Number Eligible to Take the TAAS	Number ARD-Exempted From Taking TAAS	Number Taking the TAAS	Number Passing TAAS
1999-2000	23	20	█	0
1998-1999	10	7	█	█
1997-1998	█	█	0	--

Source: Division of Student Assessment TAAS Data

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 statement of Child Find for students with disabilities who are enrolled in the charter or contact the charter.</p> <p>NOTE</p> <ul style="list-style-type: none"> > 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. <p>Page 14, "The WCS is preparing a brochure to deliver to present and new parents concerning IDEA Regulations."</p> <ul style="list-style-type: none"> > TEA is concerned with "is preparing" since the charter school is submitting a renewal application. <p>MISSING</p> <ul style="list-style-type: none"> • General assurance to Child Find for ages, birth through 21, regardless of enrollment status.
<p>Confidentiality 300.560-300.577</p>	<p><i>Any reference or assurance to follow 34 CFR 99 relating to FERPA and / or 300.560 – 300.577</i></p> <ul style="list-style-type: none"> • Notice to Parents • Access Rights • Record of Access • Records on more than one child • List types and locations of information • Fees • Amendment of records at parent request • Opportunity for a hearing • Result of hearing • Hearing procedures • Consent • Safeguards • Destruction of information • Children's rights • Enforcement • Disciplinary Information • Department use of personally identifiable information 	<p>Application did not address key concepts of this component.</p> <p>MISSING</p> <ul style="list-style-type: none"> • Notice to Parents • Access Rights • Record of Access • Records on more than one child • List types and locations of information • Fees • Amendment of records at parent request • Opportunity for a hearing • Result of hearing • Hearing procedures • Consent • Safeguards • Destruction of information • Children's rights • Enforcement

<p>Confidentiality (con't.)</p>		<ul style="list-style-type: none"> • Disciplinary Information • Department use of personally identifiable information
<p>Procedural Safeguards 300.504</p>	<p><i>Any reference or assurance to follow 34 CFR 300.504; or a reference to the State Procedural Safeguard Brochure;</i></p> <ul style="list-style-type: none"> • A copy of the procedural safeguards is given to parents at a minimum of <ul style="list-style-type: none"> ▪ Initial referral for evaluation ▪ Each ARD / IEP notification ▪ Reevaluation ▪ Receipt of a request for due process • Contents: <ul style="list-style-type: none"> ▪ Full explanation of independent evaluation ▪ Prior written notice ▪ Parental consent ▪ Access to educational records ▪ Opportunity to present complaints initiate due process hearing ▪ AEP placement ▪ Private school students ▪ Mediation ▪ Due process hearing ▪ State level appeals ▪ Civil actions ▪ Attorneys' fee ▪ State complaint procedures • Understandable language 	<p>Application does not convey sufficient knowledge of key concepts in this component. The application did mention that procedural safeguards are distributed at each ARD / IEP meeting.</p> <p>MISSING</p> <ul style="list-style-type: none"> • A copy of the procedural safeguards is given to parents at a minimum of <ul style="list-style-type: none"> ▪ Initial referral for evaluation ▪ Each ARD / IEP notification ▪ Reevaluation ▪ Receipt of a request for due process • Contents: <ul style="list-style-type: none"> ▪ Full explanation of independent evaluation ▪ Prior written notice ▪ Parental consent ▪ Access to educational records ▪ Opportunity to present complaints initiate due process hearing ▪ AEP placement ▪ Private school students ▪ Mediation ▪ Due process hearing ▪ State level appeals ▪ Civil actions ▪ Attorneys' fee ▪ State complaint procedures • Understandable language
<p>Prior notice by agency; content of notice</p>	<p><i>Any reference or assurance to follow 34 CFR 300.503 and 300.345</i></p> <ul style="list-style-type: none"> • Notice. Five school days written notice given to parents before the charter <ul style="list-style-type: none"> ▪ Proposes to initiate or change educational placement, evaluation ▪ Refuses to initiate or change the above • Contents of notice: <ul style="list-style-type: none"> ▪ Description of action proposed or refused ▪ Explanation of why agency proposes or refuses to take action 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p>NOTE</p> <ul style="list-style-type: none"> ➤ Commissioner's Rule defines "reasonable time" as five school days. <p>MISSING</p> <ul style="list-style-type: none"> • Notice. Five school days written notice given to

<p>Prior notice by agency; content of notice 300.503 (con't.)</p>	<ul style="list-style-type: none"> ▪ Description of other options & why options refused ▪ Description of evaluation procedures, test, record, or report ▪ Statement that parents have protection under procedural safeguards document ▪ Sources for parents to contact • Understandable language 	<p>parents before the charter</p> <ul style="list-style-type: none"> ▪ Proposes to initiate or change educational placement, evaluation ▪ Refuses to initiate or change the above • Contents of notice: <ul style="list-style-type: none"> ▪ Description of action proposed or refused ▪ Explanation of why agency proposes or refuses to take action ▪ Description of other options & why options refused ▪ Description of evaluation procedures, test, record, or report ▪ Statement that parents have protection under procedural safeguards document ▪ Sources for parents to contact • Understandable language
<p>Observation (assessment/evaluation) 300.531 – 300.543</p>	<p><i>Any reference or assurance to follow 34 CFR 300.531- 300.543, and TEC 29.004</i></p> <ul style="list-style-type: none"> • Initial evaluation • Evaluation procedures • Determination of needed evaluation data • Determination of eligibility • Procedures for determining eligibility & placement • Reevaluation • Additional team members • Criteria for determining the existence of specific learning disabilities • Observation • Written report 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p><u>MISSING</u></p> <ul style="list-style-type: none"> • Initial evaluation • Evaluation procedures • Determination of needed evaluation data • Determination of eligibility • Procedures for determining eligibility & placement • Reevaluation • Additional team members • Criteria for determining the existence of specific learning disabilities • Observation • Written report
<p>Development & 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"> • When IEPs must be in effect • IEP / ARD meetings • IEP / ARD team • Parent participation • Development, review, and revision of the IEP (TAC 89.1050) • Content of the IEP • Agency responsibilities for transition services • IEP accountability 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p><u>MISSING</u></p> <ul style="list-style-type: none"> • When IEPs must be in effect • IEP / ARD meetings • IEP / ARD team • Parent participation • Development, review, and revision of the IEP (TAC 89.1050)

<p>Development & implementation of the IEP (con't.)</p>		<ul style="list-style-type: none"> • Content of the IEP • Agency responsibilities for transition services • IEP accountability
<p>Least Restrictive Environment (LRE) Placement 300.550-553</p>	<p><i>Any reference or assurance to follow 34 CFR 300.550-553</i></p> <ul style="list-style-type: none"> • General LRE requirements <ul style="list-style-type: none"> ▪ All placements are made on an individual basis • Continuum of alternative placements • Placements <ul style="list-style-type: none"> ▪ Annual placement decisions are determined by an ARD committee • Nonacademic settings 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p>MISSING</p> <ul style="list-style-type: none"> • General LRE requirements <ul style="list-style-type: none"> ▪ All placements are made on an individual basis • Continuum of alternative placements • Placements <ul style="list-style-type: none"> ▪ Annual placement decisions are determined by an ARD committee • Nonacademic settings
<p>Transitional Planning 300.29</p>	<p><i>Any reference or assurance to follow 34 CFR 300.29, TEC 29.011; TAC 89.1110, and the Transition MOU</i></p>	<p>Application does not convey sufficient knowledge of key concepts in this component.</p>
<p>Certified Personnel 300.23; 300.136</p>	<p><i>Any reference or assurance to follow 34 CFR 300.23, 300.136, TAC 89.1131, and SBEC certification requirements.</i></p> <ul style="list-style-type: none"> • Qualified Personnel • Personnel standards 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p>MISSING</p> <ul style="list-style-type: none"> • Qualified Personnel • Personnel standards
<p>Services to Expelled Students 300.121; 300.522</p>	<p><i>Any reference or assurance to follow 34 CFR 300.121; 300.522 and TEC Chapter 37</i></p> <ul style="list-style-type: none"> • Free Appropriate Public Education (FAPE) <ul style="list-style-type: none"> ▪ 10 day rule ▪ TEC Chapter 37 • Determination of Setting 	<p>Application does not convey sufficient knowledge of key concepts in this component.</p> <p>MISSING</p> <ul style="list-style-type: none"> • Free Appropriate Public Education (FAPE) <ul style="list-style-type: none"> ▪ 10 day rule ▪ TEC Chapter 37 • Determination of Setting

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"> • Due process hearings • FAPE violations • Compliance issues 	<p>Will the charter submit documentation of knowledge in the specific areas requested above?</p>

<p>Transportation, page 20 "As a condition of admission, students enrolling from outside the boundaries (two mile radius) will be required to furnish their own transportation as a condition of admission."</p> <p>Charter could be at-risk for potential:</p> <ul style="list-style-type: none"> • Due process hearings • FAPE violations • Compliance issues 	<p>Will the proposed charter school provide assurances to follow Federal and State laws regarding the transportation for students with disabilities?</p>
<p>Charter school serves 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>

Do you know of an infant, child, or adolescent who does not learn Easily? All individuals develop at Their own pace but some have more difficulty than others. There Is a way to make a difference for These children and adolescents.

What is Child Find?

Child Find is a process designed to identify, locate, and evaluate Individuals (birth through 21 years of age) with disabilities who may need special education services.

Who can begin the Child Find Process?

Anyone can start the process: A parent, doctor, teacher, relative or friend can call their local school district Child Find contact Region 12 Education Service Center at 254-666-0707. Call collect if not in this area.

Child Find



Region 12 Education Service Center
2101 W Loop 340
Waco, Texas 76712
Phone(254)666-0707
Fax: (254)666-0696
Web Address: <http://www.esc12.net>

Dr. Tom Norris
Executive Director

Kathy Patteson
Department Director
Special Education

Waco Charter School
615 N. 25th St.
Waco, Tx. 76707
254-754-8169

Contingencies

Why should we refer?

- Early identification and intervention can prevent failure and frustration.
- Special attention to teaching and learning strategies may help individuals overcome barriers to learning.

What happens after the individual is referred?

- The parent(s) or legal guardian will be contacted by the local school district.
- Parents and the school will decide if an assessment is needed. This same group may develop an assessment plan designed to evaluate areas of concern.
- An evaluation will be conducted by qualified school district/agency personnel.
- The parents and evaluation personnel will have a meeting to talk about assessment results, special education eligibility and services.

Who may qualify for special education services?

Help is available from you local school district for individuals who have the following disabilities according to federal and state criteria:

- Learning Disability
- Speech Impairment
- Orthopedic Impairment
- Other Health Impairment
- Mental Retardation
- Emotional Disturbance
- Autism
- Multiple Disabilities
- Traumatic Brain Injury
- Visual Impairment
- Auditory Impairment
- Deaf-Blindness

What services are available?

Each individual's need(s) will be addressed on an individualized basis by a team consisting of:

- Public agency representative
- Parent(s) or guardian
- Evaluation personnel
- Teacher
- Student

The team will review assessment information, discuss eligibility, identify area(s) of need for specialized instruction, including related services such as occupational therapy, physical therapy, or counseling, and develop a plan to fit the needs of the individual.

How much do services cost?

All services are provided at no cost to the individual or parents.

Where do I call?

For more information call Region 1 Education Service Center at 254-666-0707.

**Economic Opportunities
Advancement Corporation
Waco Charter School**

**615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389**

FACSIMILE TRANSMITTAL

SEND TO: Texas Education Agency
COMPANY NAME

FAX NUMBER: 512-463-9732

ATTENTION:
Charter Schools
Susan Barnes

DATE: 1-30-01

FROM: Larita Manning

RECEIVED
JAN 30 2001

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

◆ **TOTAL PAGES, INCLUDING COVER:** 2

COMMENTS

General Assurance Statement for Generation 1 renewal applications

The General Assurance Statement with the official signature of the EOAC Waco Charter School representative provides a general assurance that the EOAC Waco Charter School will follow all special education guidelines stipulated in the State Board of Education Rules (Texas Administrative Code), Commissioner Rules (Texas Administrative Code), Texas Education Code, State Board of Educator Certification Requirements, Final Regulations (March 1999) of IDEA - Parts 99,300,& 301, and other applicable laws and regulations related to implementation of special education requirements and the provision of a Free, Appropriate Public Education (FAPE) to students with disabilities. **The Division of Special Education at the Texas Education Agency accepts the statement as a general assurance to follow the special education guidelines, however, this statement does not reflect the division's acceptance of the inaccuracies or deletions in the renewal application.** Furthermore, it is the responsibility of the EOAC Waco Charter School to remain in compliance with new revisions and regulations to State Board of Education Rules (Texas Administrative Code), Commissioner Rules (Texas Administrative Code), Texas Education Code, State Board of Educator Certification Requirements, and Final Regulations (March 1999) of IDEA - Parts 99, 300, & 301, and other applicable laws and regulations related to implementation of special education requirements and the provision of Free, Appropriate Public Education (FAPE) to students with disabilities.

x Lorita Manning, Director
(Name & title of authorizing signature)

January 30, 2001
(Date)

**EOAC Waco Charter School
615 North 25th Street
Waco, TX 76707**

*to
Sp. Ed.
Carolyn
ext
msl
1/12/01*

Date: January 12, 2001
To: State Board of Education
From: Lorita Manning, Director
Subject: Response to Special Education "Summary"
Received January 10, 2001

The supplemental information contained within this packet serves as a response to the multi-page overview from TEA's Special Education Division. The division's continued use of the term "lack of knowledge concerning" is inaccurate. The special education section of the Open-Enrollment Charter School Reapplication asked for descriptions of the EOAC Waco Charter School's special education program. Such descriptions were given. However, the supplemental packet will serve as exhibits to the requested reapplication information.

Enclosures

CHILD FIND

FERPA

**ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WACO CHARTER SCHOOL
NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records.

Parents or eligible students should submit to the school director of Economic Opportunities Advancement Corporation's ("EOAC") Waco Charter School a written request that identifies the record(s) they wish to inspect. The school director will make arrangements for access on request or as soon as reasonably practical thereafter but not more than 14 business days after the school director receives a request for access and will notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Waco Charter School to amend a record that they believe is inaccurate or misleading. They should write the school director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Waco Charter School decides not to amend the record as requested by the parent or eligible student, the school director will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Waco Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the Board of EOAC's Waco Charter School; a person or company with whom the EOAC Waco Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The types of personally identifiable information designated by the Waco Charter School pursuant to the Family Educational Rights and Privacy Act as directory information relating to a student includes the following: the student's name, address, telephone listing, date and place of birth, grade assignment, major field of study, participation in officially recognized activities

and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent educational agency or institution attended by a student.

(4) The right to refuse to let the EOAC Waco Charter School designate any or all of those types of information about the student as directory information.

A parent or eligible student has 14 business days after this notice to notify EOAC Waco Charter School in writing that he or she does not want any or all of those types of information about the student designated as directory information and that any or all of the information designated should not be released without the parent's prior consent.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Waco Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CONFIDENTIALITY

AN EXPLANATION OF RIGHTS AND PROCEDURAL SAFEGUARDS OF A PARENT WITH A CHILD WITH DISABILITIES IN SCHOOL

PLEASE NOTE: This document was written by the Texas Education Agency in August 1997. In May 1997, Congress enacted major changes in special education law. The U.S. Department of Education is expected to publish draft regulations under the new law in the fall of 1997, but these regulations will not become final until at least April 1998. For the 1997-98 school year, therefore, it is important that a parent get competent help in understanding his or her rights under the law. This document must be used with caution. In many important respects, the law governing a parent's rights is simply not clear at this time.

This Document

If you are the parent of a child with a disability, this document is for you.¹ Your public school must give you this document each time:

1. your child is first referred for special education evaluation;
2. you are notified of an admission, review, and dismissal (ARD) committee meeting about your child;
3. your school reevaluates your child; and
4. your school requests a "due process hearing" about your child.

Parent Consent

Your school cannot evaluate your child before placement, place your child in a special education program, or reevaluate your child after placement without your consent. Your school does not have your consent unless each of the following are true:

1. you have been fully informed of all relevant information in your native language or other mode of communication;
2. you understand and agree in writing to the proposed action;
3. your written consent describes the proposed action and lists any records that will be released and to whom; and
4. you understand that your consent is voluntary and you may revoke your consent at any time.

The school cannot withhold any special education benefit from your child because you refuse to give consent, except the action to which you do not consent. Some schools have local parental consent policies that expand your right to consent. These policies are permitted, so long as effective procedures are in place that ensure your refusal to consent cannot result in a failure to provide a free appropriate public education (FAPE) to your child.

If your refusal to consent might cause your school to violate your child's right to a FAPE, your school may file a due process hearing. (See "Impartial Due Process Hearing".) The hearing officer will determine whether the school must evaluate your child or begin providing special education and related services to your child *without* your consent. If the hearing officer does override your consent, you may appeal the decision to court. During the due process hearing and any court appeals, the school may not change your child's current educational placement. Of course, you have the right to withdraw your child from the public school system at any time and enroll your child in a private, parochial or home school.

Prior Written Notice

Your school must notify you in writing before it takes or refuses to take any action to identify your child as a special education student; before it takes or refuses to take any action affecting the free appropriate public education (FAPE) of your child; or any time the school evaluates your child. Any time prior written notice is required, your school must:

1. describe the action proposed or refused by the school;
2. explain why the action is proposed or refused;
3. describe other options considered and why it rejected them;
4. describe each evaluation procedure, test, record, or report supporting its decision;
5. describe any other factors related to its decision;
6. enclose a copy of this document; and

7. give you the name, address, and telephone number of people to contact for help in understanding the rights explained in this document.

Your school must give you this prior notice in language that is understandable to you and the general public. The notice must be in your native language or other mode of communication (unless this is clearly not feasible). If yours is not a written language, your school must translate the notice to you orally or by other means, must make sure you understand the notice, and must keep a written record that it has done these things.

Testing and Evaluation

Your school will follow a set of evaluation procedures to determine whether your child has a disability and a need for special education and related services. In addition, the evaluation information will be used by the ARD committee in developing an individual educational plan (IEP). (See "Admission, Review, and Dismissal Committee.")

Your school may not use racially or culturally biased testing or evaluation materials or procedures to evaluate or place your child. These materials and procedures must be provided and administered in your child's native language or mode of communication, unless this is clearly not feasible. Your school cannot use a single procedure as the sole criterion for deciding the appropriate educational program for your child. Your school must give you a copy of your child's evaluation report.

Admission, Review, and Dismissal Committee

Your school must make decisions about your child's educational program through an admission, review, and dismissal (ARD) committee. *You are a member of your child's ARD committee.* While you are not required to attend, your school must invite you to every meeting of your child's ARD committee.

Your school must convene an ARD committee to identify your child as requiring special education or related services and to develop, review or revise your child's individual educational plan (IEP). An IEP is a written statement of your child's education needs and the special education and related services your school must provide. Your school must have an IEP for your child in effect by the beginning of each school year. The requirements of an IEP are unique to each child. Your school must convene your child's ARD committee at least once a year. You may also request an ARD committee meeting at any time.

Your school must give you written notice of scheduled ARD committee meetings at least five school days before the meeting, unless you agree otherwise. This notice must state the purpose, time, and place for the meeting and list the people who will attend. The meeting must take place at a mutually agreed upon time and place. If needed, the school must use other methods—telephone, letter, or personal conferences—to allow you to participate before or during the meeting. If you simply cannot attend, the school can conduct the meeting without you.

You may bring one or more persons to the meeting to help you or represent you. You have a right to be actively involved in the ARD committee meeting and to discuss any service you feel will be helpful to your child. If you are hearing impaired or have a native language other than English, the school must provide you an interpreter at the meeting. You may audio tape record any ARD committee meeting, but must first inform all members attending that you are recording it.

¹If your child is an infant two years old or younger and is deaf or visually impaired, contact the Texas Interagency Council on Early Childhood Intervention at 1-800-250-2246 for information about services for your infant.

You have a right to sign the IEP to show that you were present at the meeting and to indicate on the IEP your agreement or disagreement with the decisions made by the ARD committee.

Access to Records

You have the right to inspect and review any education records about your child which are collected, maintained, or used by your school for special education purposes. This right entitles you to:

1. require the school to explain and interpret the records (if your request is reasonable);
2. have your representative inspect and review the records; and
3. require the school to give you copies of the records, if without copies you cannot inspect and review the records.

On request, the school must let you inspect and review the records without unnecessary delay. At a minimum, the school must give you access before any ARD committee meeting or due process hearing about your child and, in no case, more than 45 days after your request.

If the right of another parent to inspect and review your child's records has been limited in any way, such as by divorce, separation, or guardianship, you should notify your school. Otherwise, the school may give each parent full access to inspect and review records relating to the child.

If any record includes information on more than one child, you have the right to inspect and review only the information relating to your child or to be informed of that specific information.

The school must provide you, on request, a list of the types and locations of education records collected, maintained, or used by the school.

The school may not charge a fee to search for or to retrieve any education record about your child. It may charge a fee for copying, if the fee does not effectively prevent you from exercising your right to inspect and review the records.

Your school must keep a record of everyone (except for you and authorized employees of the school) to whom it gives access to your child's special education records. This record must include the name of the person, the date access was given, and the purpose for which the person is authorized to use the records.

If you believe that information in education records collected, maintained, or used by your school for special education purposes is inaccurate or misleading, or violates the privacy or other rights of your child, you may ask your school to change the information.

The school must decide whether to change the information within a reasonable time after receiving your request. If the school district refuses to change the information as requested, it must inform you of the refusal and of your right to a hearing.

On your request, the school must hold a hearing on its refusal to change the education record about your child. This is not a due process hearing and is not before a hearing officer appointed by the Texas Education Agency. At this hearing, the school must ensure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child. If the school refuses the requested change after hearing, it must inform you of this decision and must inform you of your right to place a statement in your child's education records.

This statement may comment on the information itself or it may give your reasons for disagreeing with the decision of the school. The school must maintain this statement as part of your child's education record as long as the affected portion of the record is maintained by the school. If the affected portion of the record is disclosed by the school to any person, your statement must be disclosed with it.

Independent Educational Evaluation

As used in this document, an independent educational evaluation (IEE) means an evaluation conducted by a qualified examiner who is not employed by your school. If you ask, your school must tell you how to get an IEE.

If you disagree with an evaluation of your child that the school has done, you have the right to request an IEE at public expense. This means your school must pay for the IEE or ensure that you obtain one at no cost. Your school must use the same criteria for an IEE at public expense as it uses for its own evaluations, including the location of the evaluation and the qualifications of the examiner.

If you request an IEE at public expense, your school has the right to file a due process hearing to show that its evaluation is appropriate. If the hearing officer decides that the school's evaluation is appropriate, you still have the right to an IEE, but not at public expense.

If you pay for an IEE, the school must consider the results of the evaluation when deciding anything affecting the provision of FAPE to your child. You can use the IEE as evidence at a due process hearing about your child.

If a hearing officer requests an IEE as part of a due process hearing, the cost of the evaluation must be at public expense.

Complaint Process

If you believe your school has violated federal or state law on children with disabilities in educating your child, you may file a written complaint with the Texas Education Agency (TEA) at the address below:

Texas Education Agency
Complaints Management Division
1701 North Congress Avenue
Austin, TX 78701-1494

Your complaint should state the violation(s) you believe has occurred and state the facts on which your complaint is based.

Within 60 calendar days after receiving your written complaint, the TEA will:

1. conduct an independent investigation, including on-site investigation as needed, if the TEA determines such an investigation is necessary;
2. give you an opportunity to give more information about the complaint, over the telephone or in writing;
3. review all relevant information and determine whether the school has violated applicable law; and
4. give you a written decision that rules on each allegation in your complaint.

You may appeal the TEA's final decision to the U.S. Department of Education.

In addition, the TEA operates a 24-hour toll free "hot line" through which you can leave a message. This hot line enables you to discuss your rights and possible violations with a trained professional during normal business hours. The number is 1-800-252-9668.

Mediation

You are strongly encouraged to work with your local school personnel to resolve differences as they occur. There may be times, however, when a neutral third party may help you reach agreement with your school. Mediation is an alternative dispute resolution procedure made available to you by the Texas Education Agency (TEA). The TEA will normally offer this service to you each time you request a "due process hearing." (See "Impartial Due Process Hearing.") However, you may request that a mediator be assigned to you at other times as well. To request a mediator, write to the TEA at the address below:

Texas Education Agency
Complaints Management Division
1701 North Congress Avenue
Austin, TX 78701-1494

The mediation process:

1. must be voluntary. No mediator will be assigned unless both you and your school request it and agree to abide by the terms of the mediation.

2. cannot be used to deny or delay your due process hearing or any of your legal rights.
3. will be conducted by a neutral person, a qualified and impartial mediator trained in effective mediation techniques.

Each mediation session must be held in a timely manner and in a convenient location.

You have the right to bring an attorney or other representative to the mediation, but are not required to do so.

Most of the TEA's mediators are not attorneys. Even if your mediator happens to be an attorney, the mediator cannot advise or advocate for any party to the mediation. The mediator helps the parties reach an agreement, if they can agree.

Nothing you say to the mediator will be repeated by the mediator to the TEA. If you want the TEA to investigate or get involved in the dispute between you and your school, you must file a complaint using the TEA's complaint process. (See "Complaint Process.")

Any communication that occurs during mediation is confidential by law and may not be used as evidence in any legal proceeding. You may be required to sign a confidentiality pledge as a condition of participating in mediation.

If you reach an agreement with your school, the terms of your agreement will be put in writing. Your signature on this agreement may create a legally binding contract. Such a contract might release your school from significant legal liabilities it may owe to you as a result of its education of your child up to the present. However, you cannot waive in a contract any aspect of your child's right to future educational benefits. Violations of the agreement may be addressed by filing a complaint or requesting a due process hearing. (See "Complaint Process" and "Impartial Due Process Hearing.")

The mediator does not represent or speak on behalf of the TEA. The TEA pays for the mediator and related costs. You must pay your lawyer or other representative if you choose to bring one.

Impartial Due Process Hearing

You have the right to due process hearing about any of the following:

1. identifying your child as needing special education or related services;
2. evaluating your child for special education or related services;
3. placing your child in special education or related services; or
4. your child's free appropriate public education (FAPE).

In certain situations, your school may request a due process hearing against you. (See "Parent Consent" and "Hearing Officer Placement in an Alternative Educational Program.")

Before you sue your school in court about any of the matters listed, you must request a due process hearing. If you have not had a due process hearing your claims in court may be dismissed. (See "Civil Action.")

To request a hearing, you (or your attorney) must send a written request for a due process hearing to the Texas Education Agency (TEA) at the address below:

Texas Education Agency
Division of Hearings and Appeals
1701 North Congress Avenue
Austin, TX 78701-1494

The TEA has developed a form you may use to request a due process hearing. On request, your school will provide this form to you. This form can also be accessed on the Internet at:

<http://www.tea.state.tx.us/special.ed/spedpub.html>

You do not have to use the TEA's form, but your request must contain the following information:

1. your child's name, the address where your child resides, and the name of the school your child is attending;
2. a description of the problem your child is having relating to the school's proposed initiation or change, including facts relating to the problem; and
3. a resolution of the problem that you propose (to the extent known and available to you at the time).

You must send a copy of your due process hearing request to your school.

The hearing will be conducted by an impartial hearing officer appointed by the TEA. The hearing officer cannot be an employee of any agency involved in the education or care of your child and cannot have any personal or professional interest that would conflict with his or her objectivity in the hearing. The hearing officer is paid by the TEA.

The TEA maintains a list of current hearing officers. The list includes a statement of the qualifications of each hearing officer. This list can be requested by fax addressed to the Director of Hearings and Appeals at (512) 475-3662. It can also be accessed on the Internet at:

<http://www.tea.state.tx.us/special.ed/hearings>

At a due process hearing, you have the right to:

1. bring and be advised by your attorney and by people with special knowledge or training in the problems of children with disabilities;
2. present evidence and confront, cross-examine, and compel the attendance of witnesses;
3. bring the child and open the hearing to the public;
4. have each session conducted at a time and place that is reasonably convenient to you and your child;
5. obtain a written or electronic verbatim record of the hearing; and
6. obtain written or electronic findings of fact and decisions. (After deleting any personally identifiable information, the TEA will transmit those findings and decisions to the state advisory panel and make them available to the public.)

Each party must disclose to the other any evidence, including evaluations completed by that date, it intends to introduce at a due process hearing at least five business days prior to the hearing. The hearing officer may order that this disclosure be done sooner. The hearing officer may refuse to admit any evidence that has not been disclosed on time.

The TEA must ensure that a final hearing decision is reached and mailed to the parties within 45 days after the receipt of your request for a hearing, unless the hearing officer has granted a specific extension at the request of either party.

The decision of the hearing officer is final, unless a party to the hearing appeals the decision to a state or federal court.

Child's Status During Proceedings

During a due process hearing and any court appeals, your child must remain in the present educational placement unless you and the school agree otherwise.

If the hearing involves an application for initial admission to public school, your child must be placed (if you consent) in the public school program until the completion of all the proceedings. (See "Parent Consent.")

If your child has been placed in an alternative educational placement, special rules may govern your child's status during some due process hearings. (See "Hearing Officer Placement in an Alternative Educational Program.")

Civil Action

You have the right to appeal the findings and decision of the hearing officer to state or federal court. The court must:

1. receive the records of the due process hearing;
2. hear additional evidence at the request of either party; and
3. grant the relief the court determines is appropriate, based on a preponderance of the evidence before the court.

If you want to sue your school about matters for which a due process hearing is available, you must have a due process hearing before filing suit in court. If you do not, your claims in court may be dismissed. (See "Impartial Due Process Hearing.")

Award of Attorney's Fees

If you win part or all of what you are seeking in a due process hearing or in court, a judge may rule that you are the "prevailing

party." If so, the judge may order your school to pay for your attorney's fees and related costs (if they are reasonable).

This order may include attorney's fees and related costs for any due process hearing, for any appeal to court from a due process hearing, and for any mediation conducted after the filing of a due process hearing. This order may not include attorney's fees or costs for representation at admission, review, and dismissal (ARD) committee meetings, unless the ARD committee meeting is convened as a result of an order by a due process hearing officer or a judge.

Your right to have the school pay for your attorney's fees and costs may be limited in response to what you (or your attorney) do or fail to do in the process. First, if the school offers to settle the dispute on terms that are at least as favorable to you as what you win, the judge may rule that you cannot be awarded attorney's fees or costs for work done after the offer to settle. The judge must enter this order if:

1. the school makes an offer to settle the dispute more than ten days before a due process hearing (or if you are appealing to court, within the time allowed by Rule 68 of the Federal Rules of Civil Procedure);
2. you do not accept the offer within 10 days; and
3. the judge or a due process hearing officer makes a finding that the school's offer was at least as favorable to you as the order you received.

Second, the judge must reduce the amount of attorneys fees awarded to you whenever the judge finds that:

1. you unreasonably protracted the dispute;
2. the fees charged by your attorney unreasonably exceed the hourly rate charged by similar attorneys in your community for similar services;
3. the time billed by your attorney is excessive considering the nature of the proceeding; or
4. your attorney failed to give the school the required notice when your due process hearing was originally requested. (See "Impartial Due Process Hearing.")

Discipline and Your Child

RELATIONSHIP OF CONDUCT TO DISABILITY

Your school may discipline your child, but may not punish your child for conduct which is a manifestation of a disability. If your school decides to discipline your child by removing your child from the current placement, it must:

1. on the day the decision is made, inform you of the decision and give you a copy of this document; and
2. immediately, if possible, but not later than 10 school days after the day the decision is made, review the relationship between your child's disability and the conduct subject to discipline.

The review must be done by an admission, review, and dismissal (ARD) committee. The ARD committee can find that your child's conduct was not a manifestation of a disability only if it:

1. first considers all relevant information about the conduct subject to discipline, including—
 - a. evaluation and diagnostic results, including any results or other relevant information that you give to the ARD committee;
 - b. observations of your child; and
 - c. your child's IEP and placement; and
2. then finds that —
 - a. with respect to the conduct subject to discipline, your child's individual educational plan and placement were appropriate; and your school provided special education services, supplementary aids and services, and behavior intervention strategies as required by your child's IEP and placement;
 - b. your child's disability did not impair your child's ability to understand the impact and consequences of the conduct subject to discipline; and
 - c. your child's disability did not impair the ability of your child to control the conduct subject to discipline.

If the ARD committee finds that your child's conduct was not a manifestation of your child's disability, your school may discipline your child using the disciplinary procedures that apply to children without disabilities. However, the school must transmit your child's special education and disciplinary records for consideration by the person(s) making the final discipline decision.

You may request a due process hearing to appeal the ARD committee's manifestation finding. The hearing officer must find whether the school demonstrated in its ARD committee meeting that your child's conduct was not a manifestation of your child's disability. The Texas Education Agency must arrange for an expedited hearing on this question.

PLACEMENT IN AN ALTERNATIVE EDUCATIONAL PROGRAM

Your school may not place your child in an alternative educational program (AEP) unless your child's conduct meets the criteria applicable to children without disabilities for AEP placement in Texas Education Code, Sections 37.006(a) or 37.007(a). Your child can only be placed in an AEP by an ARD committee, or by a due process hearing officer in the circumstances described in "Hearing Officer Placement in an Alternative Educational Program."

An ARD committee may place your child in an AEP only if it finds that the AEP —

1. enables your child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in your child's current IEP, that will enable the child to meet the goals set out in that IEP; and
2. includes services and modifications designed to address your child's conduct subject to discipline so that it does not recur.

Immediately after placing your child in the AEP, if possible, but not later than 10 school days after doing so, the ARD committee must make the manifestation finding described above. (See "Relationship of Conduct to Disability.")

Instead of removing your child to an AEP, your school may suspend your child for any conduct for which it could place your child in an AEP. However, the suspension may not exceed three school days.

HEARING OFFICER PLACEMENT IN AN ALTERNATIVE EDUCATIONAL PROGRAM

Your school may file a due process hearing seeking an order by the hearing officer placing your child in an AEP. If your school alleges that it would be dangerous for your child to remain in the current placement during the due process hearing and any court appeals, your child will be placed in the AEP proposed by the school and must remain there until the hearing officer decides the appropriate placement for your child. The hearing must be expedited in such cases.

To order your child placed in an AEP, the hearing officer must:

1. find that the school has demonstrated by substantial evidence that maintaining the current placement of your child is substantially likely to result in injury to your child or to others;
2. consider the appropriateness of your child's current placement;
3. consider whether your school has made reasonable efforts to minimize the risk of harm in your child's current placement, including the use of supplementary aids and services;
4. make the manifestation determination described (see "Relationship of Conduct to Disability"); and
5. find that the AEP:
 - a. enables your child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications; including those described in your child's current IEP, that will enable your child to meet the goals set out in that IEP; and
 - b. includes services and modifications designed to address your child's conduct subject to discipline so that it does not recur.

This placement may last for up to 45 days.

REQUEST FOR SPECIAL EDUCATION DUE PROCESS HEARING AND REQUIRED NOTICE

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997, Title 20, United States Code Section 615(b)(8) requires that the Texas Education Agency develop a model form to assist parents in requesting a special education due process hearing and in providing the notice required by Section 615(b)(7) of those amendments. You may use this form to satisfy this notice requirement, but any written request that complies with Section 615(b)(7) may be substituted for this form.

CHILD'S NAME	NAME OF PARENT, GUARDIAN, OR SURROGATE PARENT (if applicable)
STREET ADDRESS OF CHILD'S RESIDENCE	MAILING ADDRESS OF PARENT, GUARDIAN, OR SURROGATE PARENT (if applicable)
NAME OF SCHOOL CHILD IS ATTENDING	NAME OF SCHOOL REPRESENTATIVE OR CONTACT (if known)
NAME OF RESPONDENT AGENCY(S)	MAILING ADDRESS (if Respondent is a School District, mail to the Superintendent)

Nature of the Complaint (check all boxes that apply):

- The Respondent agency's *Identification* of the child as a child with a disability needing special education or related services under IDEA.
- The Respondent agency's *Evaluation* to determine whether the child has a disability under IDEA, and/or the nature and extent of the special education and related services the child needs.
- The Respondent agency's educational *Placement* of the child in special education or related services under IDEA.
- The Respondent agency's provision of a *Free Appropriate Public Education* to the child under IDEA.

The Facts Relating to the Complaint. Include relevant dates, specific events and/or persons involved.
If additional space is needed, you may attach extra sheets:

Child Referred to Private School by Public School

If necessary to provide the special education or related services required by your child's IEP, your school may refer your child to a private school or facility. This does not change your school's duty to your child. It is still responsible for your child's education and must pay all costs related to that education. You still have all the rights explained to you in this document.

Child Enrolled In Private School by Parent

PRIVATE EDUCATION WITH PUBLIC SPECIAL EDUCATION

If you enroll your child in a private, parochial, or home school, your child is entitled to special education and related services from the public school district where your child resides as follows:

1. the funds expended by the public school for special education and related services to your child must equal a proportionate amount of the federal funds made available to public school students in that district; and
2. the public school may provide special education and related services to your child on the premises of the private, parochial, or home school, to the extent consistent with law.

You may request such special education and related services from your public school. But even if you do not, the public school must identify all children with disabilities residing in the district and offer them a free appropriate public education (FAPE).

PUBLIC REIMBURSEMENT FOR PRIVATE EDUCATION

The public school district where your child resides is not required to pay for your child's education in a private, parochial, or home school if the district offered a FAPE to your child and you elected to place your child in a private school. But if your child previously received special education or related services as a public school student and you believe the public school failed to offer a FAPE to your child, you may file a due process hearing for an order requiring the public school to reimburse you for the cost of the entire private school education. Reimbursement may be ordered even if you enrolled your child in private school without the consent of or referral by the district, a hearing officer, or a judge.

The money to be reimbursed to you for your child's private education may be reduced or denied unless you give prior notice to the district. You must:

1. at the last ARD committee meeting you attend before removing your child from public school, state that you reject the district's offer of a FAPE to your child, state your concerns, and state that you intend to enroll your child in private school at public expense; and

2. give the district written notice of your concerns 10 business days before removing your child from public school (including any holidays that occur on a business day).

The prior notice required does not apply to you if:

1. you cannot read or write in English;
2. the notice would likely cause physical or serious emotional harm to your child;
3. the public school prevents you from giving the notice;
4. or the public school did not inform you that prior notice was required.

The money to be reimbursed to you may also be reduced or denied if:

1. before you removed your child from public school, the district notified you it intended to evaluate your child (and gave you an appropriate and reasonable statement of the purpose for the evaluation), but you did not let the public school do it; or
2. a judge finds you acted unreasonably.

Surrogate Parents

The rights explained in this document belong to you, the parent of your child. However, if your school cannot identify or find a parent of your child with reasonable effort or your child is a ward of the state, your school must assign a "surrogate parent" to represent your child in all matters relating to the identification, evaluation, and educational placement of your child and the provision of a FAPE to your child. This person may not be an employee of any public agency which is involved in the education or care of your child or have any conflict of interest with your child, but may be paid by your school to serve as a surrogate parent. The person must have the knowledge and skills needed to adequately represent your child.

District Information Here:

EXPLICACIÓN DE LOS DERECHOS Y SALVAGUARDAS DEL PROCESO PARA EL PADRE DE UN NIÑO CON INCAPACIDADES EN LA ESCUELA

Por favor note que: Este documento fue escrito por la Agencia de Educación de Texas en agosto de 1997. En mayo de 1997, el Congreso aprobó cambios importantes en las leyes de educación especial. Se espera que el Departamento de Educación de los Estados Unidos (U.S. Department of Education) publique el anteproyecto de los reglamentos conforme a la nueva ley durante el otoño de 1997, pero estos reglamentos no serán los finales hasta por lo menos abril de 1998. Por lo tanto, para el año lectivo 1997-98 es importante que el padre reciba ayuda competente para entender sus derechos conforme a la ley. Este documento debe ser usado con precaución. En muchos sentidos importantes, la ley que reglamenta los derechos del padre no está muy clara en este momento.

Este documento

Si usted es el padre de un niño con alguna incapacidad, este documento es para usted.¹ La escuela pública debe darle este documento cada vez que:

1. su hijo sea recomendado por primera vez para una evaluación para educación especial;
2. se le notifique de una reunión de la comisión de admisión, revisión y retiro (ARD) acerca de su hijo;
3. la escuela vuelva a evaluar a su hijo; y
4. la escuela le pida una "audiencia sobre el proceso legal" acerca de su hijo.

Consentimiento de los padres

Sin su consentimiento la escuela no puede evaluar a su hijo antes de la colocación, poner a su hijo en un programa de educación especial, ni volver a evaluar a su hijo después de la colocación. La escuela no tiene su consentimiento a menos que cada punto siguiente sea cierto:

1. se le ha informado a usted por completo de toda la información relevante en su lengua materna u otro modo de comunicación;
2. usted entiende y acuerda por escrito la acción propuesta;
3. su consentimiento escrito describe la acción propuesta y enumera los expedientes que serán dados a conocer y a quien les serán dados; y
4. usted comprende que su consentimiento es voluntario y que puede revocar su consentimiento en cualquier momento.

La escuela no puede negarle ningún beneficio de educación especial a su hijo porque usted rehuse a dar su consentimiento, excepto por la acción a la que usted no consienta. Algunas escuelas tienen políticas locales para el consentimiento paterno que amplían su derecho al consentimiento. Estas políticas son permitidas, siempre y cuando existan procedimientos efectivos que aseguren que el rechazo a dar su consentimiento no pueda resultar en la privación de una educación pública gratuita apropiada (FAPE) a su hijo.

Si su rechazo a dar consentimiento puede causar que su escuela viole los derechos de su hijo de recibir FAPE, la escuela puede llevar a cabo una audiencia sobre el proceso legal. (Ver "Audiencia imparcial sobre los procesos legales.") El oficial de la audiencia determinará si la escuela debe evaluar a su hijo o comenzar a proporcionar educación especial y servicios afines a su hijo sin su consentimiento. Si el oficial de la audiencia invalida su consentimiento, usted puede apelar esta decisión a la corte. Durante la audiencia sobre el proceso legal y cualquier apelación a la corte, la escuela no puede cambiar la colocación académica actual de su hijo. Por supuesto que usted tiene el derecho de retirar a su hijo del sistema de escuelas públicas en cualquier momento e inscribirlo en una escuela privada, parroquial o residencial.

Notificación previa por escrito

La escuela debe notificarte por escrito antes de llevar a cabo o rehusar llevar a cabo cualquier acción para identificar a su hijo como un estudiante de educación especial; antes de llevar a cabo o rehusar llevar a cabo cualquier acción que afecte la educación pública gratuita apropiada (FAPE) de su hijo; o en cualquier momento en que la escuela evalúe a su hijo. Siempre que se requiera de una notificación previa por escrito, la escuela debe:

1. describir la acción propuesta o rechazada por la escuela;

2. explicar por qué la acción fue propuesta o rechazada;
3. describir otras opciones consideradas y el porqué del rechazo;
4. describir cada procedimiento de evaluación, prueba, expediente o informe que apoye su decisión;
5. describir otros factores relacionados a su decisión;
6. adjuntar una copia de este documento; y
7. darle el nombre, dirección y número de teléfono de las personas con las que debe comunicarse para que le ayuden a entender los derechos explicados en este documento.

La escuela debe darle esta notificación previa por escrito en un lenguaje que usted y el público general puedan entender. La notificación deberá estar en su lengua materna u otro modo de comunicación (a menos que claramente no sea posible). Si el suyo no es un lenguaje escrito, la escuela le debe traducir la notificación oralmente o por otros medios, debe asegurarse que usted entienda la notificación y deberá guardar un registro escrito de que ha hecho estas cosas.

Prueba y evaluación

Su escuela seguirá una serie de procedimientos evaluativos para determinar si su hijo tiene o no alguna incapacidad y alguna necesidad de educación especial y servicios afines. Además, la información de la evaluación será usada por el comité ARD para desarrollar un plan educativo individual (IEP). (Ver "Comité de Admisión, Revisión y Retiro.")

Su escuela no debe usar materiales o procedimientos para pruebas o evaluaciones con tendencias raciales o culturales para evaluar o colocar a su hijo. Estos materiales y procedimientos deben ser proporcionados y administrados a su hijo en la lengua materna u otro modo de comunicación de su hijo, a menos que claramente no sea posible. Su escuela no puede usar solamente un procedimiento como criterio único para decidir el programa educativo apropiado para su hijo. Su escuela le debe dar una copia del informe de la evaluación de su hijo.

Comité de admisión, revisión y retiro

Su escuela debe tomar una decisión acerca del programa educativo de su hijo a través de un comité de admisión, revisión y retiro (ARD). Usted es uno de los miembros del comité ARD de su hijo. Si bien no se le exige asistir, su escuela debe invitarlo a cada una de las reuniones del comité ARD de su hijo.

Su escuela debe convocar a un comité ARD para identificar si su hijo requiere de educación especial y servicios afines, y para desarrollar, revisar o modificar el plan educativo individual (IEP) de su hijo. Un IEP es un informe escrito de las necesidades educativas de su hijo y de la educación especial y servicios afines que la escuela debe proporcionar. Su escuela debe tener un IEP para su hijo al comienzo de cada año lectivo. Los requisitos de un IEP son exclusivos para cada niño. Su escuela debe convocar al comité ARD de su hijo por lo menos una vez al año. Usted puede además pedir una reunión del comité ARD en cualquier momento.

Su escuela debe darle una notificación por escrito de las reuniones programadas del comité ARD por lo menos cinco días hábiles de clase antes de la reunión, a menos que acuerden de otro modo. Esta notificación debe indicar el propósito, la hora y el lugar de la reunión y tener una lista de las personas que asistirán a ella. La reunión se debe llevar a cabo a una hora y en un lugar acordados mutuamente. Si es necesario, la escuela debe usar otros métodos—teléfono, carta o conferencias personales—para permitir que usted pueda participar

¹ Si su hijo es un niño de dos años o menos y es sordo o tiene incapacidades visuales, comuníquese con Texas Interagency Council on Early Childhood Intervention al 1-800-250-2246 para más información acerca de servicios para su niño.

antes o durante la reunión. Si usted simplemente no puede asistir, la escuela puede llevar a cabo la reunión sin su presencia.

Usted puede llevar una o más personas a la reunión para que lo ayuden o lo representen. Usted tiene derecho a participar activamente en la reunión del comité ARD y de discutir cualquier servicio que crea que sea de ayuda para su hijo. Si usted tiene incapacidades auditivas o si su lengua materna no es el inglés, la escuela debe proporcionarle un intérprete para la reunión. Usted puede grabar en un cassette de audio cualquier reunión del comité ARD, pero debe informarle por anticipado a todos los miembros presentes que usted está grabando.

Usted tiene derecho a firmar el IEP para mostrar que estuvo presente en la reunión y para indicar en el IEP si está de acuerdo o no con la decisión tomada por el comité ARD.

Acceso a los expedientes

Usted tiene derecho a inspeccionar y revisar cualquier expediente académico de su hijo que sea recopilado, mantenido o usado por su escuela a los fines de la educación especial. Esto le da a usted derecho a:

1. pedirle a la escuela que le explique e interprete los expedientes (si su pedido es razonable);
2. que su representante inspeccione y revise los expedientes; y
3. pedirle a la escuela que le dé las copias de los expedientes si usted no puede inspeccionar y revisar los expedientes sin dichas copias.

A solicitud, la escuela debe dejarlo inspeccionar y revisar los expedientes sin ninguna demora innecesaria. Como mínimo, la escuela debe permitirle acceso antes de cualquier reunión del comité ARD o cualquier audiencia sobre el proceso legal acerca de su hijo y, en ningún caso, más de 45 días después de su solicitud.

Si se ha limitado de alguna manera el derecho de alguno de los padres a inspeccionar o revisar el expediente de su hijo, como por ejemplo: por divorcio, separación o tutela, usted debe notificar a la escuela. De lo contrario, la escuela le puede permitir el acceso completo para inspeccionar y revisar los expedientes relacionados con el niño.

Si cualquier expediente incluye información de más de un niño, usted tiene derecho a inspeccionar y revisar únicamente la información relacionada a su hijo o que se le informe dicha información específica.

La escuela debe proporcionarle, a su pedido, una lista de los tipos y lugares de los expedientes académicos recopilados, mantenidos o usados por la escuela.

La escuela no puede cobrar nada para buscar o recuperar ningún expediente académico de su hijo. Puede cobrar por hacer copias, si es que este cargo no le impide efectivamente de ejercer su derecho a inspeccionar y revisar esos expedientes.

Su escuela debe mantener un registro de cada uno (excepto de usted y de los empleados autorizados de la escuela) a quienes le permite acceso a los expedientes de educación especial de su hijo. Este registro debe incluir el nombre de la persona, la fecha en que se le permitió el acceso, y la razón de la autorización a la persona para usar el expediente.

Si usted piensa que la información en los expedientes académicos recopilados, mantenidos o usados por la escuela para los fines de educación especial no son correctos o podrían ser malinterpretados, o violan la privacidad u otros derechos de su hijo, usted puede pedirle a su escuela que cambie la información.

La escuela debe decidir si va a cambiar o no la información dentro de un período razonable de tiempo después de recibir su solicitud. Si el distrito escolar rehusa a cambiar la información conforme a su pedido, debe informarle del rechazo y de su derecho a una audiencia.

A solicitud suya, la escuela debe llevar a cabo una audiencia en cuanto al rechazo a cambiar el expediente académico acerca de su hijo. Esta no es una audiencia sobre el proceso legal y no se lleva a cabo frente a un oficial de audiencias asignado por la Agencia de Educación de Texas. En esta audiencia, la escuela debe asegurarse de que el expediente no sea erróneo o pueda ser malinterpretado, o de lo contrario que viole la privacidad u otros derechos de su hijo. Si la escuela rehusa la solicitud de un cambio después de la audiencia, le debe informar acerca de la decisión y le debe informar del su derecho de poner una declaración en el expediente académico de su hijo.

Esta declaración puede ser un comentario de la información misma o puede exponer sus razones de desacuerdo con la decisión de la escuela. La escuela debe mantener esta declaración como parte del expediente académico de su hijo mientras la porción afectada del expediente sea mantenida por la escuela. Si la porción afectada del expediente es dada a conocer a cualquier otra persona por la escuela, su declaración debe también darse a conocer junto con ella.

Evaluación educativa independiente

Según se usa en este documento, una evaluación educativa independiente (IEE) significa una evaluación llevada a cabo por un examinador calificado que no sea empleado de su escuela. Si usted pregunta, su escuela debe decirle cómo se puede obtener un IEE.

Si usted no está de acuerdo con alguna evaluación de su hijo que la escuela haya hecho, usted tiene derecho a solicitar una IEE a costo público. Esto significa que su escuela debe pagar por la IEE o asegurarse de que usted obtenga una sin costo alguno. Su escuela debe usar el mismo criterio para una IEE a costo público que para sus propias evaluaciones, incluyendo el lugar de la evaluación y el grado de preparación del examinador.

Si usted solicita una IEE a costo público, su escuela tiene derecho a llevar a cabo una audiencia sobre los procesos legales para demostrar que su evaluación es apropiada. Si el oficial de la audiencia decide que la evaluación de la escuela es apropiada, usted aún tiene derecho a una IEE, pero no a costo público.

Si usted paga por una IEE, la escuela debe considerar los resultados de la evaluación cuando decida cualquier cosa que afecte la provisión de FAPE para su hijo. Usted puede usar la IEE como evidencia en la audiencia sobre el proceso legal acerca de su hijo.

Si el oficial de la audiencia solicita una IEE como parte de audiencia sobre el proceso legal, el gasto de la evaluación debe ser a costo público.

Proceso para presentar quejas

Si usted cree que su escuela ha violado la ley federal o estatal relacionada a niños con incapacidades al proporcionar educación a su hijo, usted puede presentar una queja por escrito a la Agencia de Educación de Texas (TEA) a la siguiente dirección:

Texas Education Agency
Complaints Management Division
1701 North Congress Avenue
Austin, TX 78701-1494

Su queja debe enunciar las violaciones que usted cree que han ocurrido y decir los hechos en los que se basa su queja.

Dentro de los 60 días calendario después de recibida su queja por escrito, la TEA:

1. llevará a cabo una investigación independiente, incluyendo investigación in-situ según sea necesario, si la TEA determina que dicha investigación es necesaria;
2. le dará a usted la oportunidad de dar más información acerca de la queja, ya sea por teléfono o por escrito;
3. revisará toda la información relevante y determinará si la escuela ha violado o no la ley correspondiente; y
4. le dará una decisión por escrito de lo que resuelva para cada acusación en su queja.

Usted puede apelar a la decisión final de la TEA al Departamento de Educación de los Estados Unidos.

Además, la TEA tiene una "línea directa" de llamada gratuita las 24 horas del día en la cual usted puede dejar un mensaje. Esta línea directa le permite discutir sus derechos y las violaciones posibles con profesionales capacitados, durante el horario normal de oficina. Este número es 1-800-252-9668.

Mediación

A usted se lo alienta a cooperar con el personal de su escuela local para resolver las diferencias a medida que van ocurriendo. Algunas veces, sin embargo, puede ocurrir que un tercero neutral le ayude a llegar a un acuerdo con la escuela. La mediación es un procedimiento alternativo para la solución de la disputa que le ofrece la Agencia de Educación de Texas (TEA). La TEA normalmente le ofrecerá este

servicio cada vez que usted solicite una "audiencia sobre el proceso legal." (Ver "Audiencia imparcial sobre el proceso legal.") Sin embargo, usted también puede solicitar que le sea asignado un mediador en otros momentos. Para solicitar un mediador, escriba una carta a la TEA a la siguiente dirección:

Texas Education Agency
Complaints Management Division
1701 North Congress Avenue
Austin, TX 78701-1494

El proceso de mediación:

1. debe ser voluntario. Ningún mediador podrá ser asignado a menos que ambos, usted y su escuela lo soliciten y estén de acuerdo en acatar los términos de la mediación.
2. no puede ser usado para negar o retrasar su audiencia sobre el proceso legal o ninguno de sus derechos legales.
3. será llevado a cabo por una persona neutral, un mediador calificado e imparcial capacitado en técnicas efectivas de mediación.

Cada sesión de mediación debe llevarse a cabo puntualmente y en un lugar convenientes.

Usted tiene derecho de llevar un abogado u otros representantes a la mediación, pero no es obligatorio.

La mayoría de los mediadores de la TEA no son abogados. Aunque su mediador resulte ser un abogado, el mediador no puede aconsejar o recomendar a ninguna de las partes involucradas en la mediación. El mediador les ayudará a las partes a lograr un acuerdo, si es que se puede.

El mediador no repetirá nada que usted diga a la TEA. Si usted quiere que la TEA investigue o participe en la disputa entre usted y su escuela, usted debe presentar una queja siguiendo el proceso para presentar quejas de la TEA. (Ver "Proceso para presentar quejas.")

Cualquier comunicación que ocurra durante la mediación es confidencial por ley y no se puede usar como evidencia en ningún proceso legal. Tal vez usted deba firmar un compromiso de confidencialidad como condición para poder participar en la mediación.

Si usted logra llegar a un acuerdo con su escuela, los términos de su acuerdo serán sentados por escrito. Su firma en este acuerdo puede crear un contrato vinculante legalmente. Dicho contrato puede desligar a su escuela de responsabilidades legales importantes que pueda deberle a usted como resultado de la educación proporcionada a su hijo hasta el día de la fecha. Sin embargo, usted no puede renunciar en un contrato ningún aspecto del derecho de su hijo a los beneficios educativos futuros. Las violaciones al acuerdo pueden ser tratadas presentando una queja o solicitando una audiencia sobre el proceso legal. (Ver "Proceso para presentar una queja" y "Audiencia imparcial sobre el proceso legal.")

El mediador no representa ni habla de parte de la TEA. La TEA paga los gastos del mediador y los gastos afines. Usted debe pagarle a su abogado u otros representantes si usted decide llevar alguno.

Audiencia imparcial sobre el proceso legal

Usted tiene derecho a una audiencia sobre el proceso legal sobre cualquiera de lo siguiente:

1. al identificar que su hijo necesita educación especial o servicios afines;
2. al evaluar a su hijo para educación especial o servicios afines;
3. al colocar a su hijo en educación especial o servicios afines; o
4. la educación pública gratuita apropiada (FAPE) de su hijo.

En ciertas situaciones su escuela puede solicitar una audiencia sobre el proceso legal en contra suya. (Ver "Consentimiento del Padre" y "Colocación por el Oficial de Audiencia en un Programa Educativo Alternativo.")

Antes de demandar a su escuela en la corte sobre cualquier asunto mencionado, usted debe solicitar una audiencia sobre el proceso legal. Si usted no ha tenido una audiencia sobre el proceso legal, sus reclamos en la corte pueden ser descartados. (Ver "Demanda Civil.")

Para solicitar una audiencia, usted (o su abogado) deben enviar una solicitud por escrito para una audiencia sobre el proceso legal a la Agencia de Educación de Texas (TEA) a la siguiente dirección:

Texas Education Agency
Division of Hearings and Appeals
1701 North Congress Avenue
Austin, TX 78701-1494

La TEA ha desarrollado un formulario que usted puede usar para solicitar una audiencia sobre el proceso legal. A solicitud, su escuela le proporcionará dicho formulario. También se puede acceder a este formulario en Internet en:

<http://www.tea.state.tx.us/special.ed/spedpub.htm>

Usted no tiene que usar el formulario de la TEA, pero su solicitud debe incluir la siguiente información:

1. el nombre de su hijo, la dirección en donde reside su hijo y el nombre de la escuela a la que su hijo asiste;
2. una descripción del problema que su hijo tiene en relación a la iniciación o cambio propuestos por la escuela, incluyendo hechos relacionados al problema; y
3. la solución al problema que usted sugiere (al grado conocido y disponible para usted en ese momento).

Usted debe enviar una copia de su solicitud para la audiencia sobre el proceso legal a su escuela.

La audiencia será llevada a cabo por un oficial de audiencias imparciales asignado por la TEA. El oficial de la audiencia no puede ser un empleado de la agencia involucrada en la educación o el cuidado de su hijo y no puede tener ningún interés personal ni profesional que afectarían su objetividad en la audiencia. La TEA le pagará al oficial de la audiencia.

La TEA mantiene una lista de oficiales de audiencia actuales. La lista incluye una declaración de la preparación de cada oficial de audiencia. La lista se puede solicitar enviando un fax dirigido al Director de Audiencias y Apelaciones al (512) 475-3662. También se puede acceder en Internet en:

<http://www.tea.state.tx.us/special.ed/hearings>

En la audiencia sobre el proceso legal, usted tiene derecho a:

1. llevar o ser asesorado por su abogado y por personas con conocimiento o capacitación especial en relación a los problemas de niños con incapacidades;
2. presentar pruebas y confrontar, contrainterrogar y obligar la asistencia de los testigos;
3. llevar al niño y abrir la audiencia al público;
4. que cada sesión se lleve a cabo a una hora y en un lugar que sean convenientes para usted y su hijo;
5. obtener un testimonio de la audiencia, escrito o electrónico al pie de la letra; y
6. obtener por escrito o electrónicamente las conclusiones de los hechos y decisiones. (Después de borrar todos los datos de identificación personal, la TEA transmitirá dichas conclusiones y decisiones al panel de asesoramiento estatal y los pondrá a disposición del público.)

Cada parte debe dar a conocer a la otra parte cualquier evidencia, incluyendo las evaluaciones completadas al día de la fecha, que intenta presentar en la audiencia sobre el proceso legal, por lo menos cinco días hábiles antes de la audiencia. El oficial de la audiencia puede ordenar que se presenten antes. El oficial de la audiencia puede rehusar aceptar cualquier evidencia que no haya sido dada a conocer a tiempo.

La TEA debe asegurar que se llegue a una decisión final en la audiencia y que ésta se les envíe por correo a las partes dentro de los 45 días después de haber recibido la solicitud para la audiencia, a menos que el oficial de la audiencia haya otorgado una extensión específica a solicitud de cualquiera de las partes.

La decisión del oficial de la audiencia es final, a menos que una de las partes de la audiencia apele a la decisión a la corte estatal o federal.

Estado del niño durante las deliberaciones

Durante la audiencia sobre el proceso legal y cualquier apelación a la corte, su hijo debe permanecer en la colocación educativa actual a menos que usted y la escuela acuerden lo contrario.

Si la audiencia está relacionada con una solicitud para admisión inicial a una escuela pública, su hijo debe ser colocado (si usted está de

acuerdo) en el programa de la escuela pública hasta que terminen todas las deliberaciones. (Ver "Consentimiento del padre.")

Si su hijo ha sido colocado en una colocación educativa alternativa, el estado de su hijo puede ser regido por normas especiales durante algunas de las audiencias sobre el proceso legal. (Ver "Colocación por el oficial de la audiencia en un programa educativo alternativo.")

Demanda civil

Usted tiene el derecho de apelar las conclusiones y decisiones del oficial de la audiencia a la corte estatal o federal. La corte debe:

1. recibir los expedientes de la audiencia sobre el proceso legal;
2. escuchar evidencia adicional a pedido de cualquiera de las partes; y
3. otorgar el desagravio que la corte determine apropiado, basados en la preponderancia de la evidencia frente a la corte.

Si usted desea demandar a su escuela en relación a asuntos para los cuales se dispone de una audiencia sobre el proceso legal, se debe llevar a cabo la audiencia sobre el proceso legal antes de entablar una demanda en la corte. Si usted no lo hace, sus reclamos a la corte pueden ser descartados. (Ver "Audiencia imparcial sobre el proceso legal.")

Entrega de los honorarios de abogados

Si usted gana parte o todo lo que está tratando de obtener en la audiencia sobre el proceso legal o en la corte, un juez puede resolver que usted es la "parte preponderante." De ser así, el juez puede ordenarle a su escuela a pagar los honorarios de su abogado y gastos afines (si es que son razonables).

Esta orden puede incluir honorarios del abogado y gastos afines para cualquier audiencia sobre el proceso legal, cualquier apelación a la corte originada en una audiencia sobre el proceso legal y por cualquier mediación llevada a cabo después de la presentación de una audiencia sobre el proceso legal. Esta orden no puede incluir los honorarios del abogado o gastos de representación en las reuniones del comité de admisión, revisión y retiro (ARD), a menos que la reunión del comité ARD se haya convocado como resultado de una orden del oficial de la audiencia sobre el proceso legal o por un juez.

Sus derechos a que la escuela pague los honorarios del abogado y los gastos, pueden ser limitados en respuesta a lo que usted (o su abogado) hagan o dejen de hacer en el proceso. Primero, si la escuela le ofrece arreglar la disputa en términos que son por lo menos tan favorables para usted como lo que gana, el juez puede resolver que a usted no se le entreguen los honorarios del abogado y los gastos por el trabajo desempeñado después de la oferta del arreglo. El juez debe presentar esta orden si:

1. la escuela hace un ofrecimiento para arreglar la disputa más de diez días antes de la audiencia sobre el proceso legal (o si usted está apelando a la corte, dentro el tiempo permitido por la Norma 68 de las Normas Federales de Procedimientos Civiles);
2. usted no acepta el ofrecimiento dentro de los 10 días; y
3. el juez o un oficial de la audiencia sobre el proceso legal llega a la conclusión que el ofrecimiento de la escuela era por lo menos tan favorable para usted como la orden que usted recibió.

Segundo, el juez debe reducir la cantidad de los honorarios del abogado entregados a usted cuando el juez declare que:

1. usted prolongó injustificadamente la disputa;
2. los honorarios cobrados por su abogado exceden excesivamente la tarifa por hora cobrada por abogados similares en su comunidad para servicios similares;
3. el tiempo cobrado por su abogado es excesivo considerando la naturaleza de las deliberaciones; o
4. su abogado no le dio a la escuela la notificación requerida cuando solicitó inicialmente su audiencia sobre el proceso legal. (Ver "Audiencia imparcial sobre el proceso legal.")

Disciplina y su hijo

RELACIÓN ENTRE COMPORTAMIENTO E INCAPACIDAD

Su escuela puede disciplinar a su hijo, pero no puede castigarlo por algún comportamiento que sea manifestación de alguna incapacidad.

Si su escuela decide disciplinar a su hijo retirándolo de su colocación actual, debe:

1. el día en que se tome la decisión, informarle de la decisión y darle una copia de este documento; y
2. de inmediato, si es posible, pero no más allá de 10 días hábiles de clases después del día en que se tome la decisión, revisar la relación entre la incapacidad de su hijo y el comportamiento sujeto a ser disciplinado.

El comité de admisión, revisión y retiro (ARD) debe llevar a cabo la revisión. El comité puede concluir que el comportamiento de su hijo no era una manifestación de una incapacidad sólo si:

1. primero se considera toda la información relevante del comportamiento sujeto a ser disciplinado, incluyendo—
 - a. los resultados de la evaluación y el diagnóstico, incluyendo cualquier resultado u otra información relevante que usted le dé al comité ARD;
 - b. observaciones de su hijo; y
 - c. el IEP y la colocación de su hijo; y
2. luego concluye que—
 - a. con respecto al comportamiento sujeto a ser disciplinado, el plan educativo individualizado y la colocación de su hijo eran apropiadas; y su escuela proporcionó servicios de educación especial, ayuda y servicios suplementarios, y estrategias de intervención en la conducta según lo requerido en el IEP y la colocación de su hijo;
 - b. la incapacidad de su hijo no afecta la capacidad de su hijo de entender el impacto y las consecuencias del comportamiento sujeto a ser disciplinado; y
 - c. la incapacidad de su hijo no afecta la capacidad de su hijo de controlar el comportamiento sujeto a ser disciplinado.

Si el comité ARD concluye que el comportamiento de su hijo no era una manifestación de su incapacidad, su escuela puede disciplinar a su hijo usando los procedimientos disciplinarios que correspondan a un niño, sin incapacidades. Sin embargo, la escuela debe transmitir los expedientes de educación especial y disciplinarios para ser considerados por aquella(s) persona(s) que tomen la decisión disciplinaria final.

Usted puede solicitar una audiencia sobre el proceso legal para apelar a las conclusiones de la manifestación del comité ARD. El oficial de la audiencia debe resolver si la escuela demostró en la reunión del comité ARD que el comportamiento de su hijo no fue una manifestación de la incapacidad de su hijo. La Agencia de Educación de Texas debe hacer los arreglos para acelerar la audiencia en relación a este asunto.

COLOCACIÓN EN UN PROGRAMA EDUCATIVO ALTERNATIVO

Su escuela tal vez no coloque a su hijo en un programa educativo alternativo (AEP) a menos que el comportamiento de su hijo cumpla con los requisitos aplicable a los niños sin incapacidades para una colocación en un AEP según el Código de Educación de Texas, Secciones 37.006(a) ó 37.007(a). Su hijo sólo puede ser colocado en un AEP por el comité ARD, o por un oficial de la audiencia sobre el proceso legal de acuerdo a las circunstancias descritas en "Colocación por el oficial de la audiencia en un programa educativo alternativo."

Un comité ARD puede colocar a su hijo en un AEP sólo si determina que el AEP—

1. le permite a su hijo seguir participando en el plan general de estudios, pero en otro ambiente, y continuar recibiendo aquellos servicios y modificaciones, incluyendo aquellos descritos en el IEP actual de su hijo, que le permitirán al niño lograr las metas establecidas en dicho IEP; y
2. incluye los servicios y modificaciones designadas para tratar el comportamiento de su hijo que está sujeto a ser disciplinado para que no vuelva a ocurrir.

Inmediatamente después de colocar a su hijo en el AEP, si es posible, pero no más allá de 10 días hábiles de clases, después de hacerlo, el comité ARD debe llegar a la conclusión respecto a la manifestación descrita anteriormente. (Ver "Relación entre comportamiento e incapacidad.")

En lugar de poner a su hijo en un AEP, su escuela puede suspender a su hijo por cualquier comportamiento por el cual podría colocar a su hijo

en un AEP. Sin embargo, la suspensión no puede exceder tres días de clases.

COLOCACIÓN POR EL OFICIAL DE LA AUDIENCIA EN UN PROGRAMA EDUCATIVO ALTERNATIVO

Su escuela puede presentar una audiencia sobre el proceso legal tratando de obtener una orden del oficial de la audiencia para colocar a su hijo en un AEP. Si su escuela alega que sería peligroso para su hijo permanecer en la colocación actual durante la audiencia sobre el proceso legal y cualquier apelación a la corte, su hijo será colocado en el AEP propuesto por la escuela y debe permanecer allí hasta que el oficial de la audiencia decida la colocación apropiada para su hijo. En estos casos se debe acelerar la audiencia.

Para ordenar que su hijo sea colocado en un AEP, el oficial de la audiencia debe:

1. resolver que la escuela ha demostrado con evidencias substanciales que al dejar a su hijo en su colocación actual sería muy probable que su hijo u otros resultaran lesionados;
2. considerar si la colocación actual de su hijo es apropiada o no;
3. considerar si su escuela ha hecho los esfuerzos razonables para minimizar el riesgo de daños en la colocación actual de su hijo, incluyendo el uso de ayuda y servicios suplementarios;
4. tomar una determinación de la manifestación descrita (Ver "Relación entre comportamiento e incapacidad"); y
5. determinar que el AEP:
 - a. le permite a su hijo seguir participando en el plan general de estudios, pero en otro ambiente, y continuar recibiendo aquellos servicios y modificaciones, incluyendo aquellos descritos en el IEP actual de su hijo, que le permitirán al niño lograr las metas establecidas en dicho IEP; y
 - b. incluye los servicios y modificaciones designadas para tratar el comportamiento de su hijo que está sujeto a ser disciplinado para que no vuelva a ocurrir.

Esta colocación puede durar hasta 45 días.

Niño recomendado a una escuela privada por una escuela pública

Si es necesario para proporcionar la educación especial o los servicios afines requeridos en el IEP de su hijo, su escuela puede recomendar a su hijo a una escuela o instalación privada. Esto no cambia el deber de su escuela hacia su hijo. Sigue siendo responsable de la educación de su hijo y debe pagar todos los gastos relacionados con dicha educación. Usted sigue teniendo todos los derechos que se le explican en este documento.

Niño inscrito en una escuela privada por su padre

EDUCACIÓN PRIVADA CON EDUCACIÓN ESPECIAL PÚBLICA

Si usted inscribe a su hijo en una escuela privada, parroquial o residencial, su hijo tiene derecho a recibir educación especial y servicios afines del distrito escolar público en donde su hijo reside, de la siguiente manera:

1. los fondos gastados por la escuela pública para la educación especial y los servicios afines para su hijo deben igualar una cantidad proporcional de los fondos federales disponibles a los estudiantes de escuelas públicas en ese distrito; y
2. la escuela pública puede proporcionar educación especial y servicios afines a su hijo en las instalaciones de la escuela privada, parroquial o residencial al grado que cumpla con la ley.

Usted puede solicitar dicha educación especial y servicios afines a su escuela pública. Pero, aunque no lo solicite, la escuela pública debe identificar a todos los niños con incapacidades que vivan en el distrito y ofrecerles una educación pública gratuita apropiada (FAPE).

REEMBOLSO PÚBLICO POR EDUCACIÓN PRIVADA

El distrito escolar público en donde su hijo vive no tiene que pagar por la educación de su hijo en una escuela privada, parroquial o residencial

si el distrito ofrece FAPE a su hijo y usted eligió colocar a su hijo en una escuela privada. Pero si su hijo ha recibido previamente educación especial o servicios afines como estudiante de una escuela pública y usted piensa que la escuela pública no cumplió en ofrecer una FAPE a su hijo, usted puede presentar una audiencia sobre el proceso legal para obtener una orden que requiera que la escuela pública le reembolse completamente por el costo de la educación en una escuela privada. El reembolso puede ser ordenado aun si usted inscribió a su hijo en la escuela privada sin el consentimiento o la recomendación del distrito, de un oficial de la audiencia o de un juez.

El dinero que se le debe reembolsar a usted para la educación privada de su hijo puede ser reducido o negado a menos que usted notifique con antelación al distrito. Usted debe:

1. en la última reunión del comité ARD a la que asista antes retirar a su hijo de la escuela pública, diga que usted rechaza el ofrecimiento del distrito para una FAPE para su hijo, diga cuáles son sus preocupaciones y diga que usted piensa inscribir a su hijo en una escuela privada a costo público; y
2. darle al distrito una notificación por escrito acerca de sus preocupaciones 10 días antes de retirar a su hijo de la escuela pública (incluyendo cualquier feriado que ocurra en un día hábil).

La notificación previa que se requiere no le corresponde a usted si:

1. usted no puede leer o escribir en inglés;
2. la notificación podría causar daño físico o emocional grave a su hijo;
3. la escuela pública no le permite presentar la notificación;
4. o la escuela pública no le informó de que necesitaba presentar una notificación previa.

El dinero que se le debe reembolsar a usted puede ser reducido o negado si:

1. antes de retirar a su hijo de la escuela pública, el distrito le notificó a usted que pensaba evaluar a su hijo (y le dio un informe apropiado y razonable del propósito de la evaluación), pero usted no permitió que la escuela pública lo realizara; o
2. un juez resuelve que usted procedió injustificadamente.

Padres sustitutos

Los derechos explicados en este documento le pertenecen a usted, el padre de su hijo. Sin embargo, si su escuela no puede identificar o encontrar un padre de su hijo al hacer un esfuerzo razonable o si su hijo esta bajo la tutela del estado, su escuela debe designar un "padre sustituto" para representar a su hijo en asuntos relacionados a la identificación, evaluación y colocación académica de su hijo y también para aquellos relacionados con la provisión de FAPE a su hijo. Esta persona no puede ser un empleado de ninguna agencia pública que esté participando en la educación o cuidado de su hijo, o tener cualquier conflicto de intereses con su hijo, pero puede recibir pago de parte de su escuela para cumplir la función de padre sustituto. La persona debe tener el conocimiento y las aptitudes necesarias para representar a su hijo adecuadamente.

Aquí información del distrito:

REQUEST FOR SPECIAL EDUCATION DUE PROCESS HEARING AND REQUIRED NOTICE

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997, Title 20, United States Code Section 615(b)(8) requires that the Texas Education Agency develop a model form to assist parents in requesting a special education due process hearing and in providing the notice required by Section 615(b)(7) of those amendments. You may use this form to satisfy this notice requirement, but any written request that complies with Section 615(b)(7) may be substituted for this form.

CHILD'S NAME	NAME OF PARENT, GUARDIAN, OR SURROGATE PARENT (if applicable)
STREET ADDRESS OF CHILD'S RESIDENCE	MAILING ADDRESS OF PARENT, GUARDIAN, OR SURROGATE PARENT (if applicable)
NAME OF SCHOOL CHILD IS ATTENDING	NAME OF SCHOOL REPRESENTATIVE OR CONTACT (if known)
NAME OF RESPONDENT AGENCY(S)	MAILING ADDRESS (if Respondent is a School District, mail to the Superintendent)

Nature of the Complaint (check all boxes that apply):

- The Respondent agency's *Identification* of the child as a child with a disability needing special education or related services under IDEA.
- The Respondent agency's *Evaluation* to determine whether the child has a disability under IDEA, and/or the nature and extent of the special education and related services the child needs.
- The Respondent agency's educational *Placement* of the child in special education or related services under IDEA.
- The Respondent agency's provision of a *Free Appropriate Public Education* to the child under IDEA.

The Facts Relating to the Complaint. Include relevant dates, specific events and/or persons involved.
If additional space is needed, you may attach extra sheets:

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Nature of the Proposed Resolution (check all boxes that apply):

- An order directing the Respondent agency to take specific actions required by IDEA.
- An order directing the Respondent agency to reimburse the cost of private educational services.
- An order directing the Respondent agency to provide compensatory special education or related services.
- An order directing the Respondent agency to reimburse attorneys fees and/or costs.
- Other, please specify: _____

Description of the Proposed Resolution. To the extent known and available to the parents at the time, describe the complete remedy and resolution of the problem you want the hearing officer to order.

Contact Information for Authorized Representative:

NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

Capacity of Authorized Representative (check one):

- Attorney for Petitioner Bar Number: _____ State: _____
- Non-attorney Representative of Petitioner
- Next Friend of Petitioner (Parent, Guardian, or Surrogate Parent, etc.)
- Self (Child with a Disability 18 years or older)

I declare that the foregoing is true and correct to the best of my knowledge after reasonably diligent inquiry.

AUTHORIZED REPRESENTATIVE

DATE

505

Memo

Date: January 10, 2001
To: Ms. Lorita Manning, M.S. Ed, Director
From: Sara Buckley, Mental Health Team
RE: Special Education Files

Waco Charter School Special Education Files are maintained in a locked, metal file cabinet in the Mental Health office located at the rear of the Waco Charter School premises. The doors to this office are kept padlocked when Mental Health Team members are not on the premises. The only personnel who have keyed access to this office (including Special Education files) are as follows:

Lorita Manning, M.S. Ed., Director, Waco Charter School
Mercy Chieza, Psy.D., Licensed Psychologist
Melody Martin, Ph.D., Audiologist/Speech Pathologist
Janice Lepore, M.A., Psychological Associate
Sara Buckley, B.A., Psychological Associate

cc: M. Chieza, Psy.D.
M. Martin, Ph.D.

EOAC WACO CHARTER SCHOOL



STUDENT-PARENT HANDBOOK

2000-2001

2) the Child Protective services division of the Texas Department of Protective and Regulatory Services.

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.

If a professional has cause to believe that a child has been or may be abused or neglected, that person shall make an oral report as prescribed above not later than 48 hours after the hour the person first suspects that the child has been or may be abused or neglected. In all instances, a written report shall be made within five days to the same agency or department (Family Code 34.02).

Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Director is the custodian of all records for currently enrolled students at the school. The Director is also the custodian of all records for students who have withdrawn or transferred. The Director is the custodian of all special education records for students with disabilities under IDEA legislation. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent from inspecting the records, the School will either provide a copy of the requested records, or make other arrangements for the parent to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate education interests" include any employees, agents, trustees, or individuals with which the school contracts for services to students and who are:

- Working with the student;
- Considering statistical data; or
- Investigating or evaluating programs.

The parent's right of access to, and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students at the School, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents.

Certain officials from various governmental agencies may have limited access to the records. The School forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information ought not be disclosed, the School will make a reasonable effort to notify the parent in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Copies of student records are free for the first two copies. Thereafter, they are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records

- after the student reaches the age of 18 and is no longer a dependent for tax purposes;
- when the student is attending an institution of post-secondary education;
- if the parent fails to follow proper procedures and pay the copying charge; or
- when the School is given a copy of a court order terminating the parental rights.
- If the student qualifies for free or reduced price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about the School students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of the handbook as well as the pre-enrollment packet. Should circumstances change, the parent can contact the Director to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized

activities, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records: Parents of a student with disabilities who has been provided special education services by the School will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the materials will be deleted from the records but the records will be maintained until the time has expired.

Student Safety

From time to time students, teachers, and staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Student safety on campus or at school-related events is a high priority of the Charter School. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Report any behavior, such as students having a knife or gun, which jeopardizes school safety.
- Report to Charter School employees any threats made by other students.
- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Code of Conduct and any additional rules for behavior and safety set by the School and EOAC Board.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers and staff overseeing the welfare of students.

Textbooks

The State of Texas loans textbooks to the student. State law requires the student to keep the book covered, to record hi/her name in ink on the front label, and to return the book in reasonable condition.

If a book is lost during the semester, it must be paid for before another book is issued. Contract prices will be charged for all books lost, or for which proper accounting has not been made, regardless of the length of time the books have been in use in the local school system. This means that the student will have to pay the full price of a book regardless of the age of the book. The payment for lost or damaged school property must be sent to the Director's office. Any student failing to return a book issued by the school loses the right to free

PROCEDURAL SAFEGUARD



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

OF PLANNING REGION XI

500 Franklin
Waco, Texas 76701-2111
(817) 753-0331 FAX (817) 754-0046

EOAC WACO CHARTER SCHOOL

REV. HOOKER
PRESIDENT

ORTENCIA CORONADO
1ST VICE PRESIDENT

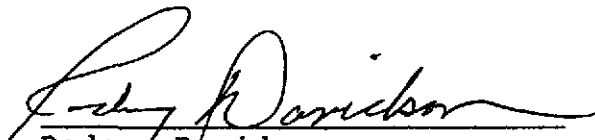
DR. NANCY HARRISON
2ND VICE PRESIDENT


PATTI MCLAUGHLIN
SECRETARY

TERETHA JACKSON
TREASURER

JOHNETTE HICKS
EXECUTIVE DIRECTOR

In compliance with the Improving America's Schools Act (IASA), Waco Charter School and Bill Logue Juvenile Justice Center, located at 1200 Clifton in Waco, adhere to all rules and regulations of the Texas Education Agency. In accordance with the Gun-Free School Act (GFSA), Waco Charter School and Bill Logue Juvenile Justice Center inter into an agreement. In the instance a child brings a weapon onto the school campus he/she will have expulsion no less than a year (unless modified by school), documentation of expulsion report sent to SEA, and a referral to Bill Logue Juvenile Justice Center.


Rodney Davidson
Chief Probation Office
1200 Clifton
Waco, Texas 76704


Johnette Hicks
Executive Director
500 Franklin Ave.
Waco, Texas 76701-2111

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EOAC WACO CHARTER SCHOOL GUN-FREE SCHOOL ACT POLICY

In October 1994, the IMPROVING AMERICA'S SCHOOLS ACT (IASA) was signed into law. This act requires a public school to have a gun-free school policy. In accordance with the Gun-Free School Act (GFSA) the Waco Charter School policy is as follows:

1. There will be not less than a one-year expulsion for a student who is determined to have brought a weapon (firearm) to school, with the exception that the Executive Director of the Economic Opportunity Advancement Corporation of Planning Region XII may modify such expulsion requirement on a case-by-case basis;
2. There will be a copy of this policy provided to the state education agency (SEA) as an assurance of compliance with the state law;
3. There will documentation for record of the expulsion and the descriptive information will be provided to the SEA ; and
4. There will be a referral to the criminal justice or juvenile delinquency system of any student who brings a weapon to school.

Waco Charter School

Child's Name: _____

Copy of Procedural Safeguard Notice Issued to Parents

Upon Initial Referral for Evaluation - Notice Of Assessment

Issued To: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent, Guardian, Surrogate Parent or Adult Student

Upon Notification of an IEP/ARD Meeting

Issued To: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent, Guardian, Surrogate Parent or Adult Student

Upon Reevaluation of the Child

Issued To: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent, Guardian, Surrogate Parent or Adult Student

Upon Receipt of a Request for a Due Processing Hearing

Issued To: _____ Date: _____

Signature: _____ Date: _____

Signature of Parent, Guardian, Surrogate Parent or Adult Student

**OBSERVATION
(ASSESSMENT
EVALUATION)**



*DATE INITIATED:

Waco Charter School
615 . 25th Street
Waco Texas 76707

REFERRAL FOR ASSESSMENT

Information from Educational Records

[Empty rectangular box for information from educational records]

Referred by: _____

REASON FOR REFERRAL: _____

YES NO Is this student currently enrolled in school?
If NO, explain: _____

YES NO Has this student been referred for special
education services before? If YES, give
previous referral date: _____

YES NO Has this student been retained? If YES, list
grade level(s): _____

YES NO Has this student been suspended for
disciplinary reasons during the current school
year? If YES, explain: _____

HOME LANGUAGE SURVEY

Date: _____ Results: _____

Other language test: _____ Date: _____

For a student identified as limited English proficient, briefly describe the Language Proficiency Assessment Committee's recommendations:

ATTENDANCE

This student has been absent _____ days out of _____ school days this year to date.

Reasons:

Compared to last year, this year this student has been absent: MORE LESS ABOUT THE SAME

List all schools previously attended:

Current Grades

SUBJECT	GRADE	ON GRADE LEVEL	SUBJECT	GRADE	ON GRADE LEVEL
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO

This student's grades:

- have become higher each year.
- have stayed about the same each year.
- have become lower each year.
- dropped suddenly in grade _____.
- data not available.

Compared with most of the other students in this school, this student's grades:

- are better.
- are about the same.
- are worse.
- data not available.

ACHIEVEMENT DATA

List student's most recent achievement or ability test data, using Grade Level Equivalent (GLE) scores or percentile ranks (%).

DATE	NAME OF TEST	SUBJECT AREA	GLE	%

This student's test scores:

- have become better each year.
- have stayed about the same each year.
- have become worse each year.
- dropped suddenly in grade _____.
- data not available.

Compared to the mean of the district, this student's test scores:

- have become better each year.
- have stayed about the same each year.
- have become worse each year.
- district mean not available.

Texas Assessment of Academic Skills (TAAS)

Copy of student's report is attached. Date: _____
 YES NO

SUBJECT	TOTAL TEST MASTERY (YES/NO)	TLI/SCALED SCORE
Mathematics		
Reading		
Writing		

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SIGNATURE OF PERSON COMPLETING THIS SECTION

POSITION

DATE

REFERRAL FOR ASSESSMENT

Information from Classroom Teacher

Attach samples of student's work.

What instructional concerns do you have about this student?

- | | |
|--|--|
| <input type="checkbox"/> poor progress acquiring basic reading skills
<input type="checkbox"/> poor progress acquiring basic math skills
<input type="checkbox"/> difficulty in spelling | <input type="checkbox"/> difficulty producing written work
<input type="checkbox"/> few appropriate cognitive learning strategies
<input type="checkbox"/> other:
<input type="checkbox"/> none |
|--|--|

What behavioral concerns do you have about this student?

- | | |
|---|---|
| <input type="checkbox"/> poor attention and concentration
<input type="checkbox"/> noncompliance with teacher directives
<input type="checkbox"/> excessively high/low activity level
<input type="checkbox"/> difficulty following directions
<input type="checkbox"/> easily frustrated | <input type="checkbox"/> extreme mood swings
<input type="checkbox"/> difficulty working with peers
<input type="checkbox"/> difficulty staying on task
<input type="checkbox"/> other:
<input type="checkbox"/> none |
|---|---|

RATE STUDENT'S BEHAVIOR IN EACH OF THE FOLLOWING AREAS:

Circle one: 1=POOR 2=BELOW AVERAGE 3=AVERAGE 4=ABOVE AVERAGE 5=SUPERIOR N=NOT OBSERVED
 For Sections A, B, C, and D: Rate student's behavior in relation to other students of the same AGE.

A. Receptive Language Skills

	English						Other:					
1. Comprehends word meanings	1	2	3	4	5	N	1	2	3	4	5	N
2. Follows oral instructions	1	2	3	4	5	N	1	2	3	4	5	N
3. Comprehends classroom discussion	1	2	3	4	5	N	1	2	3	4	5	N
4. Remembers information just heard	1	2	3	4	5	N	1	2	3	4	5	N

B. Expressive Language Skills

1. Displays adequate vocabulary	1	2	3	4	5	N	1	2	3	4	5	N
2. Uses adequate grammar for general understanding	1	2	3	4	5	N	1	2	3	4	5	N
3. Expresses self fluently when called upon to speak	1	2	3	4	5	N	1	2	3	4	5	N
4. Relates a sequence of events in order (telling a story)	1	2	3	4	5	N	1	2	3	4	5	N
5. Organizes and relates ideas and factual information	1	2	3	4	5	N	1	2	3	4	5	N

C. Emotional/Behavioral/Social

1. Generally cooperates or complies with teacher requests	1	2	3	4	5	N
2. Adapts to new situations without getting upset	1	2	3	4	5	N
3. Accepts responsibility for own actions	1	2	3	4	5	N
4. Makes and keeps friends at school	1	2	3	4	5	N
5. Works cooperatively with others	1	2	3	4	5	N
6. Has an even, usually happy, disposition	1	2	3	4	5	N
7. Is pleased with good work	1	2	3	4	5	N
8. Initiates activities independently	1	2	3	4	5	N
9. Responds appropriately to praise and correction	1	2	3	4	5	N
10. Resists becoming discouraged by difficulties or minor setbacks	1	2	3	4	5	N

D. Motor Coordination

1. Exhibits adequate gross motor coordination (walking, running, etc.)	1	2	3	4	5	N
2. Displays adequate fine motor coordination (writing, drawing, manipulation of equipment, etc.)	1	2	3	4	5	N

E. Academic Characteristics—Compared to students on same GRADE LEVEL.

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Reads aloud material (estimated grade level:) | 1 | 2 | 3 | 4 | 5 | N |
| 2. Comprehends material read (estimated grade level:) | 1 | 2 | 3 | 4 | 5 | N |
| 3. Performs math computations at expected proficiency (estimated grade level:) | 1 | 2 | 3 | 4 | 5 | N |
| 4. Spells material adequately (estimated grade level:) | 1 | 2 | 3 | 4 | 5 | N |
| 5. Writes legibly (estimated grade level:) | 1 | 2 | 3 | 4 | 5 | N |
| 6. Retains instruction from week to week | 1 | 2 | 3 | 4 | 5 | N |
| 7. Exhibits organization in accomplishing tasks | 1 | 2 | 3 | 4 | 5 | N |
| 8. Completes tasks on time | 1 | 2 | 3 | 4 | 5 | N |

Student services and special programs provided or considered in response to student's problem(s):

	HOW LONG?	CURRENTLY?	RESULTS
<input type="checkbox"/> Counseling			
<input type="checkbox"/> School health services			
<input type="checkbox"/> Title 1/Part A (Must be provided or considered for students before referral.)			
<input type="checkbox"/> Bilingual program			
<input type="checkbox"/> English as a second language strategies			
<input type="checkbox"/> Local remedial program (specify)			
<input type="checkbox"/> Others (specify)			

Instructional modifications attempted in response to student's problem(s) include:

	HOW LONG?	CURRENTLY?	RESULTS
<input type="checkbox"/> Individual tutoring			
<input type="checkbox"/> Alternate materials			
<input type="checkbox"/> Ability grouping			
<input type="checkbox"/> Changed seat			
<input type="checkbox"/> Changed class			
<input type="checkbox"/> Behavior management			
<input type="checkbox"/> Grading on basis of individual growth			
<input type="checkbox"/> Oral tests			
<input type="checkbox"/> Peer tutoring			
<input type="checkbox"/> Modified or shortened assignments			
<input type="checkbox"/> Extra time for completion of work			
<input type="checkbox"/> Taping written materials			
<input type="checkbox"/> Spell checkers			
<input type="checkbox"/> Calculators			
<input type="checkbox"/> Taped textbooks			
<input type="checkbox"/> Others (specify)			
<input type="checkbox"/> English as a second language strategies			
<input type="checkbox"/> Hands on activities			

Does this student exhibit any behaviors in the classroom which might indicate vision or hearing problems?
 YES NO If yes, cite specific observations:

Does this student exhibit any signs of a health or medical problem in the classroom? If yes, cite specific observations:
 YES NO

What type of assistance which cannot be provided in the regular classroom do you feel this student needs?

SIGNATURE OF PERSON COMPLETING THIS SECTION

POSITION

DATE

3/97
REF-4

Obs #1 _____ Date _____ Observer _____
 Obs #2 _____
 Obs #3 _____

Child's Name _____
 Teacher _____ Grade _____
 D.O.B. _____

BEHAVIOR

- Appropriate play
- Frequently needs redirection
- Participates in activities
- Responds positively to praise
- Enjoys assigned task
- Oppositional
- Follows directions
- Refuses teacher's help
- Angry or sullen with teacher
- Fights with other children
- Completes tasks independently
- Aware of rules and limits
- Out of control behavior

COMMUNICATION

- Exhibits receptive vocabulary
- Understands directions
- Complains, whines
- Talks to teacher, shares
- Asks for help when needed
- Can describe self, others
- Can describe experiences
- Shows appropriate feeling responses
- Participates appropriately in groups
- Exhibits pride in self
- Recognizes others' feelings

SOCIALIZATION

- Manipulative, bossy, controlling
- Cooperative; helpful toward others
- Withdraws, avoids activities
- Clings, needs attention
- Seeks teacher's attention often
- Avoids teacher
- Appropriate relationship to teacher
- Demonstrates imaginative play
- Participates in interactive play
- Onlooker behavior
- Shares, takes turns
- Initiates social interaction
- Participates in friendships

ACADEMICS

- Fine motor coordination
- Demonstrates rote memory
- Eye-hand coordination
- Reads
- Recognizes, writes numbers
- Listens
- Performs physical skills

Emotional Tone

- Cheerful
- Quiet
- Talkative
- Sullen
- Angry
- Sad
- Listless
- Daydreamy
- Frightened
- Anxious
- Cries easily
- Confused
- Bored
- Frowning
- Smiling

EMOTIONAL DEVELOPMENT

Attention / Motivation

- Persists at tasks
- Easily distracted
- Moves from thing to thing
- Watches rest of room
- Absorbed by activity
- Easily frustrated
- Gives up easily
- Tries harder when challenged
- Pleased with success
- Self-critical; "I can't"
- Self-confident
- Wanders as if lost
- Indecisive
- Attends in groups
- Interrupts teacher in groups

Teacher Interview:	Notes:

- No Referral (within normal limits in all areas)
- At-Risk Child
- Referred to Mental Health Services
- Other Referral: _____

Psychology Trainee

Mercy Chieza, Psy.D.

Clinical Supervisor

*DATE SENT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT

*Used for LD/ED
all referral
except spc*

Name:

*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:

<input type="checkbox"/> Class performance below grade level	<input type="checkbox"/> Speech or hearing problems
<input type="checkbox"/> Disruptive behavior in class	<input type="checkbox"/> Other:

*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Changing seats
<input type="checkbox"/> Ability groups	<input type="checkbox"/> Alternative material
<input type="checkbox"/> Behavior Management	<input type="checkbox"/> Other (specify)
*WHY REJECTED	
<input type="checkbox"/> Not effective	<input type="checkbox"/> Inappropriate to meet student's needs
<input type="checkbox"/> Specialized curriculum needed	<input type="checkbox"/> Other (specify)

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: Peabody Picture Vocabulary Test (PPVT)

****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 use such measures as: Observations during activities, vision screening, Hearing screening

*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.

08/00
Notice of CIA

****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: Beck Depression Inventory, Tell Me A Story, Thematic Apperception Test
Beck Anxiety Inventory and Child Apperception Test

****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: Weschler Intelligence Scale for Children 3rd Edition (WISC III),
Kaufman Assessment Battery For Children (K-ABC)

****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: Weschler Individual Achievement Test (WIAT),
Woodcock Johnson Psychoeducational Test

*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: 754-8169

*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.

08/00

Notice of CIA

522

*DATE SENT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT

*Used For
Speech*

Name:

*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:

Communication difficulties in the classroom

*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	*WHY REJECTED
One on one interactions with the teacher	Not effective

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: Goldman Fristoe Test of Articulation, peabody picture Vocabulary Test, Clinical Evaluation of Language fundamentals, Oral Peripheral Exam, Language Sample

****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: Observations during activities, vision screening, Hearing screening

*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.

****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: Play Assessment, Developmental History, Child Apperception Tests

****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: WISC-III, K-ABC

****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: WIAT, K-ABC, RAT, Woodcock Johnson Psychoeducational Test

*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: Dr. Martin
at: 754-8169

*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

PSCIANTOT-2

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**WACO CHARTER SCHOOL
MENTAL HEALTH SERVICES REFERRAL**

Date: _____
Referral to: Student Assistance Team (SAT)
Child's Name: _____
Age: _____
D.O.B.: _____
Teacher's Name: _____

CONCERNS

- | | |
|--|---|
| <input type="checkbox"/> Educational Development | <input type="checkbox"/> Emotional Development |
| <input type="checkbox"/> Social Development | <input type="checkbox"/> Other Areas of Development |

Brief description of problem: _____

STUDENT ASSISTANCE TEAM RECOMMENDATION TO DIRECTOR:	
<input type="checkbox"/> Referred for Special Ed. Assessment	<input type="checkbox"/> Referred for Mental Health Assessment
<input type="checkbox"/> Not referred -- Reason: _____	
_____	_____
Signature of SAT Member	Date
_____	_____
Signature of Director	Date

MENTAL HEALTH TEAM ACTION:	
Date referral received by MHT: _____	Assessment Date: _____

Signature of MHT Member	

*DATE INITIATED:

Waco Charter School
615 . 25th Street
Waco Texas 76707

REFERRAL FOR ASSESSMENT

Information from Educational Records

[Empty rectangular box for educational records information]

Referred by: _____

REASON FOR REFERRAL: _____

YES NO Is this student currently enrolled in school?
If NO, explain:

YES NO Has this student been referred for special
education services before? If yes, give
previous referral date: _____

YES NO Has this student been retained? If YES, list
grade level(s):

YES NO Has this student been suspended for
disciplinary reasons during the current school
year? If YES, explain:

HOME LANGUAGE SURVEY

Date: _____ Results: _____

Other language test: _____ Date: _____

For a student identified as limited English proficient, briefly describe the Language Proficiency Assessment Committee's recommendations:

ATTENDANCE

This student has been absent _____ days out of _____ school days this year to date.
Reasons:

Compared to last year, this year this student has been absent: MORE LESS ABOUT THE SAME

List all schools previously attended:

Current Grades

SUBJECT	GRADE	ON GRADE LEVEL	SUBJECT	GRADE	ON GRADE LEVEL
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO

This student's grades:

- have become higher each year.
- have stayed about the same each year.
- have become lower each year.
- dropped suddenly in grade _____.
- data not available.

Compared with most of the other students in this school, this student's grades:

- are better.
- are about the same.
- are worse.
- data not available.

ACHIEVEMENT DATA

List student's most recent achievement or ability test data, using Grade Level Equivalent (GLE) scores or percentile ranks (%).

DATE	NAME OF TEST	SUBJECT AREA	GLE	%

This student's test scores:

- have become better each year.
- have stayed about the same each year.
- have become worse each year.
- dropped suddenly in grade _____.
- data not available.

Compared to the mean of the district, this student's test scores:

- have become better each year.
- have stayed about the same each year.
- have become worse each year.
- district mean not available.

Texas Assessment of Academic Skills (TAAS)

YES NO Copy of student's report is attached. Date: _____

SUBJECT	TOTAL TEST MASTERY (YES/NO)	TLI/SCALED SCORE
Mathematics		
Reading		
Writing		

SIGNATURE OF PERSON COMPLETING THIS SECTION

POSITION

DATE

REFERRAL FOR ASSESSMENT

Information from Classroom Teacher

Attach samples of student's work.

What instructional concerns do you have about this student?

- | | |
|--|--|
| <input type="checkbox"/> poor progress acquiring basic reading skills
<input type="checkbox"/> poor progress acquiring basic math skills
<input type="checkbox"/> difficulty in spelling | <input type="checkbox"/> difficulty producing written work
<input type="checkbox"/> few appropriate cognitive learning strategies
<input type="checkbox"/> other:
<input type="checkbox"/> none |
|--|--|

What behavioral concerns do you have about this student?

- | | |
|---|---|
| <input type="checkbox"/> poor attention and concentration
<input type="checkbox"/> noncompliance with teacher directives
<input type="checkbox"/> excessively high/low activity level
<input type="checkbox"/> difficulty following directions
<input type="checkbox"/> easily frustrated | <input type="checkbox"/> extreme mood swings
<input type="checkbox"/> difficulty working with peers
<input type="checkbox"/> difficulty staying on task
<input type="checkbox"/> other:
<input type="checkbox"/> none |
|---|---|

RATE STUDENT'S BEHAVIOR IN EACH OF THE FOLLOWING AREAS:

Circle one: 1=POOR 2=BELOW AVERAGE 3=AVERAGE 4=ABOVE AVERAGE 5=SUPERIOR N=NOT OBSERVED
 For Sections A, B, C, and D: Rate student's behavior in relation to other students of the same AGE.

A. Receptive Language Skills

	English						Other: _____					
1. Comprehends word meanings	1	2	3	4	5	N	1	2	3	4	5	N
2. Follows oral instructions	1	2	3	4	5	N	1	2	3	4	5	N
3. Comprehends classroom discussion	1	2	3	4	5	N	1	2	3	4	5	N
4. Remembers information just heard	1	2	3	4	5	N	1	2	3	4	5	N

B. Expressive Language Skills

1. Displays adequate vocabulary	1	2	3	4	5	N	1	2	3	4	5	N
2. Uses adequate grammar for general understanding	1	2	3	4	5	N	1	2	3	4	5	N
3. Expresses self fluently when called upon to speak	1	2	3	4	5	N	1	2	3	4	5	N
4. Relates a sequence of events in order (telling a story)	1	2	3	4	5	N	1	2	3	4	5	N
5. Organizes and relates ideas and factual information	1	2	3	4	5	N	1	2	3	4	5	N

C. Emotional/Behavioral/Social

1. Generally cooperates or complies with teacher requests	1	2	3	4	5	N
2. Adapts to new situations without getting upset	1	2	3	4	5	N
3. Accepts responsibility for own actions	1	2	3	4	5	N
4. Makes and keeps friends at school	1	2	3	4	5	N
5. Works cooperatively with others	1	2	3	4	5	N
6. Has an even, usually happy, disposition	1	2	3	4	5	N
7. Is pleased with good work	1	2	3	4	5	N
8. Initiates activities independently	1	2	3	4	5	N
9. Responds appropriately to praise and correction	1	2	3	4	5	N
10. Resists becoming discouraged by difficulties or minor setbacks	1	2	3	4	5	N

D. Motor Coordination

1. Exhibits adequate gross motor coordination (walking, running, etc.)	1	2	3	4	5	N
2. Displays adequate fine motor coordination (writing, drawing, manipulation of equipment, etc.)	1	2	3	4	5	N

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3/97
REF-3

REFERRAL FOR SPECIAL EDUCATION SERVICES

Information from Parents

STUDENT INFORMATION

YES NO Student's parents have been contacted. Method of contact: LETTER TELEPHONE CONFERENCE

Contacted by: Position: Date:

The following information was obtained from:

GENERAL INFORMATION (If additional space is needed, please use the back of this page.)

FATHER'S NAME OCCUPATION MOTHER'S NAME OCCUPATION

Who has legal authority to make educational decisions for this child?

With whom does the child live? Please specify:

Table with 3 columns: Name, Age, Relationship. Title: OTHER CHILDREN IN THE HOME

Table with 3 columns: Name, Age, Relationship. Title: OTHER ADULTS IN THE HOME

What are some of your child's strengths?

Please describe your child's behavior at home. (For example, is he/she generally well-behaved? Have there been any recent changes in behavior? How does he/she get along with other family members, neighbors, playmates?)

What does your child do when not in school? (For example, watch TV, read, part-time job, play with other children.)

What activities does the family do together? (For example, watch TV, go camping, participate in hobbies or sports.)

Have any family members had learning problems?
Please explain:

Primary language spoken at home: _____

What time does your child go to bed at night? _____

Does your child eat breakfast? _____

Have there been any important changes within the family during the last three years? (For example, job changes, moves, births, deaths, illnesses, separations, divorce.)

What methods of discipline are used with your child at home? (For example, spanking, extra chores, early bedtime, rewards for good behavior.)

What is your child's reaction to discipline?

Do you feel that your child is experiencing problems in school? What kinds of problems?

When were you first aware of a problem?

What do you think is causing the problem?

Has your child mentioned problems with school?
How does he/she feel about the problem?

Briefly discuss any other important information about your child:

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HEALTH HISTORY

Were there any problems before, during, or immediately after birth? If YES, please explain:
YES NO

Compared to other children in the family, this child's development has been:

SLOWER ABOUT THE SAME FASTER

Briefly describe any serious illnesses, accidents, or hospitalizations. Please give your child's age at the time of the illness, accident, or hospitalization.

Is your child under the care of a physician for a medical problem? If YES, please explain:
YES NO

Is your child now taking any medicines? If YES, please explain:
YES NO

Does your child appear to have any other physical health problems, including allergies? If YES, please explain:
YES NO

Has your child ever taken medicine for a long period of time? If YES, please explain:
YES NO

Do you know of any side effects the medicine might have? If YES, please explain:
YES NO

Does your child use any special equipment or technology to improve functioning? If YES, please explain:
YES NO

Are there any family health concerns you would like us to be aware of? If YES, please explain:
YES NO

Would you like to talk to the person coordinating your child's assessment?
YES NO

Is your child receiving services from another agency? If YES, please explain:
YES NO

SIGNATURE OF PARENT

DATE

SIGNATURE OF PERSON COMPLETING THIS SECTION
(If information was obtained by parent interview)

POSITION

DATE

3/97
REF-8

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REFERRAL FOR SPECIAL EDUCATION SERVICES

Health Information

NAME OF STUDENT: _____

VISION

Date of most recent screening: _____ Type of screening: Vision

Name and position of person conducting screening: _____

Results: **Within Normal limits:** yes no – if no explain

YES NO As a result of the screening, is there any indication of a need for further assessment or adjustment?
If YES, explain:

YES NO Has any follow-up treatment been recommended? If YES, explain:

HEARING

Date of most recent screening: _____ Type of screening: hearing

Name and position of person conducting screening: _____

Results: **Within normal limits** yes no if no explain:

YES NO As a result of the screening, is there any indication of a need for further assessment or adjustment?
If YES, explain:

YES NO Has any follow-up treatment been recommended? If YES, explain:

HEALTH

YES NO Does student exhibit any signs of health or medical problems? If YES, cite observations:

YES NO Is there a need for further assessment or referral of a medical problem? If YES, explain:

YES NO Is student receiving any medication at school? If YES, specify:

YES NO Does this student require adaptive equipment or facility adaptation? If YES, specify:

SIGNATURE OF PERSON COMPLETING THIS SECTION POSITION DATE

REF-5

534 8/00

Date Student was referred _____
 Date Parent notified of CIA _____
 Date Parent signed consent for CIA _____

Waco Charter School
 615 N. 25th Street
 Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

**COMPREHENSIVE INDIVIDUAL ASSESSMENT:
 Determination of Disability and Educational Need**

NAME:	D.O.B.
SEX:	GRADE:

REASON FOR REFERRAL TO SPECIAL EDUCATION: _____

YES NO Assessment of this student was conducted using standard assessment procedures for all tests administered. If no, explain rationale: _____

**** LANGUAGE (COMMUNICATION STATUS)**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
HLS			

RESULTS AND INTERPRETATIONS:

*Student's dominant language:
 English Spanish

*Student expresses himself/herself best:
 Orally
 Other method of communication
 Specify, including basis for determination: _____

*Student's level of proficiency:

English	Other language: _____
RECEPTIVE EXPRESSIVE	RECEPTIVE EXPRESSIVE
Above average <input type="checkbox"/> <input type="checkbox"/>	Above average <input type="checkbox"/> <input type="checkbox"/>
Average <input type="checkbox"/> <input type="checkbox"/>	Average <input type="checkbox"/> <input type="checkbox"/>
Below average <input type="checkbox"/> <input type="checkbox"/>	Below average <input type="checkbox"/> <input type="checkbox"/>

*Based on the assessment of this student's language abilities, the remainder of the assessment was conducted in:
 English
 Combination: _____
 Bilingual assessor conducted the assessment
 Interpreter was used. Specify language or mode of communication: _____
 Other language, specify: _____

LPAC information:
 TEST: _____ RESULTS/SCORE: _____

YES NO This student is limited English proficient.

LPAC recommendations: _____

** including the requirements of 34 CFR §300.532(f), if appropriate.

****PHYSICAL (INCLUDING MOTOR ABILITIES)**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
Records/Health Information			
Parent/Caregiver			

RESULTS AND INTERPRETATIONS:

****VISION:**

- within normal limits
 - without glasses
 - with glasses
- not within normal limits
(See report from ophthalmologist or optometrist)

****HEARING:**

- within normal limits
 - unaided
 - aided
- not within normal limits
(See report from otologist or audiologist)

****HEALTH HISTORY:**

- YES NO Significant health history. If yes, specify:
- YES NO *This student appears to have one or more physical conditions which directly affect his/her ability to profit from the educational process. If yes, specify:
- YES NO *Adapted physical education is indicated. If yes, attach a separate assessment report for adapted physical education.

****SOCIOLOGICAL**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
Interview with parent/caregiver			

RESULTS AND INTERPRETATIONS:

CULTURAL, LINGUISTIC, AND EXPERIENTIAL BACKGROUND

- Comes from non-English speaking home or geographic area
- Home and school expectations are incongruent.
- Recent immigrant
- High family mobility or migrant
- Displays heightened stress in cross-cultural interactions
- Limited or sporadic school attendance
- Few readiness skills
- Other: _____

YES NO *CULTURE AND/OR LIFESTYLE FACTORS influence this student's learning and behavioral patterns. If yes, explain:

YES NO *This student's sociological status indicates a LACK OF PREVIOUS EDUCATIONAL OPPORTUNITIES. If yes, explain:

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****EMOTIONAL**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
Beck Anxiety Inventory		Play Assessment	
Beck Depression Inventory		TAT/CAT/TMAS	

RESULTS AND INTERPRETATIONS:

****INTELLIGENCE AND ADAPTIVE BEHAVIOR**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
WISC-III		WPPSI-R	
K-ABC			

RESULTS AND INTERPRETATIONS:

*Intellectual functioning was assessed using: formal measures¹ informal measures

*Adaptive behavior was assessed using: formal measures¹ informal measures
Describe pertinent findings

YES NO This student's level of intellectual functioning is consistent with his/her adaptive behavior.
If no, explain

****ACADEMIC PERFORMANCE**

(formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
WIAT			
WJ-R			

RESULTS AND INTERPRETATIONS:

****ASSISTIVE TECHNOLOGY**

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES
Observations from school personnel including teachers.			
ARD committee members			

RESULTS AND INTERPRETATIONS:

*Assistive technology needs were considered. Based on the previously addressed competencies:

- The assistive technology devices/services needed to provide appropriate special education, related services, or supplementary aids and services:
 - include: _____
 - are addressed in the modifications section of this report.
 - are addressed in the attached report.
 - other: _____
- Assistive technology devices/services are not recommended at this time.

ASSURANCES (Representative of multidisciplinary team initial below)

- _____ *The multidisciplinary team assures that the testing, evaluation materials, and procedures used for the purposes of evaluation were selected and administered so as not to be racially or culturally discriminatory.
- _____ *The multidisciplinary team assures that the tests and other evaluation materials have been validated for the specific purpose for which they were used.
- _____ *The multidisciplinary team assures that the tests and other evaluation materials were administered by trained personnel in conformance with the instructions provided by their producers.

*SIGNATURE OF EVALUATOR

SIGNATURE OF EVALUATOR

SIGNATURE OF EVALUATOR

*POSITION

POSITION

POSITION

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NOTE: Extra signature blocks are provided if more than one evaluator participated in this part of the assessment.

* 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.

38/00

* DATE OF REPORT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: LEARNING DISABILITY

Name:	D.O.B.:
Sex:	Grade:

PROFESSIONAL EVALUATORS: General education teacher, person trained/certified in the area of learning disabilities, and assessment specialist

STANDARDIZED INTELLIGENCE AND ACHIEVEMENT TEST SCORES

*Based on the Comprehensive Individual Assessment, Part I--Determination of Disability and Educational Need:

*The student's performance on the standardized intelligence test indicates that his/her assessed intellectual ability is above the mentally retarded range.

*The student has been administered standardized achievement tests in areas in which s/he has had appropriate learning experiences.

***METHOD OF DETERMINING SEVERE DISCREPANCY** (Check (✓) method used)

***METHOD I--Determination of Severe Discrepancy:** Based upon a comparison of standardized intelligence and achievement test scores.

The measures used to assess intellectual ability and achievement have the same mean and standard deviation. If no, show the method used to convert standard scores to a common metric:

*Complete the following table:

- Check (✓) if the student's achievement in a particular area was assessed.
- List the mean, standard deviation, and standard scores of the intelligence and achievement measures.
- Show the degree of the discrepancy between intelligence and achievement in area assessed by subtracting the standard score of the achievement test from the standard score on the intelligence test if both sets of scores have the same mean and standard deviation. Otherwise convert to a common metric before subtracting.
- Indicate whether the degree of the discrepancy is severe (i.e., more than one standard deviation difference).

(✓)	SKILL AREA ¹	MEAN	STANDARD DEVIATION	STANDARD SCORES		* DEGREE OF DISCREPANCY	* SEVERE DISCREPANCY	
				INTELLIGENCE	ACHIEVEMENT		YES	NO
	Oral Expression	100	15					
	Listening Comprehension	100	15					
	Written Expression	100	15					
	Basic Reading Skill	100	15					
	Reading Comprehension	100	15					
	Mathematics Calculations	100	15					
	Mathematics Reasoning	100	15					

Spelling is no longer named in state statute as a skill area.

* Denotes required items

If the student has a severe discrepancy using METHOD I, go to CLASSROOM OBSERVATION OF STUDENT'S BEHAVIOR.

*METHOD II--Determination of Severe Discrepancy

- *Due to the lack of appropriate test instruments, the multidisciplinary assessment team is unable to assess this student using Method I, OR
 - *Although this student does not meet the criteria according to Method I, the multidisciplinary assessment team believes a severe discrepancy exists.
- *Check (✓) the area(s) in which the multidisciplinary assessment team believes a severe discrepancy exists:
- Oral expression
 - Listening comprehension
 - Written expression
 - Basic reading skill
 - Reading comprehension
 - Mathematics calculation
 - Mathematics reasoning

AND

*Indicate the basis for determining the severe discrepancy. (This information may be obtained from standardized assessment instruments, reports from parents, observations of classroom performance, student work samples, and other items as needed.)

Basis for determining severe discrepancy:

- Reports from parent (s)
- Observation of classroom performance
- Student's work samples
- Other

Above information reveal that the student's achievement is lagging behind his/her learning potential.

YES NO

*CLASSROOM OBSERVATION OF STUDENT'S BEHAVIOR (Must be performed by multidisciplinary assessment team member other than the student's general education teacher.) The purpose of the observation is to record the student's behavior in an area where his/her achievement is lagging behind learning potential. Describe *relevant classroom behavior, including the *relationship of the student's classroom behavior to his/her educational functioning. (Areas to be addressed may include: attention skills, comprehension and expressive skills, ability for independent work, and problem solving strategies.)¹

Areas Observed (Skills)	Above Average	Average	Below Aerge
Attention Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeking Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current observations reveal that this student's achievement is lagging behind his/her learning potential.
YES NO

*NAME OF OBSERVER

POSITION

DATE

***EDUCATIONALLY RELEVANT MEDICAL FINDINGS (If any)**

***IMPLICATIONS**

YES NO *Based on the data presented in this report, the multidisciplinary assessment team has determined that the severe discrepancy between achievement and ability exists to a degree such that it is not correctable without special education and related services.

YES NO *Based on the Comprehensive Individual Assessment and data presented in this report, the multidisciplinary assessment team assures that the following have been ruled out as the primary cause of the severe discrepancy: visual, hearing, or motor impairment; mental retardation; emotional disturbance; or environmental, cultural, or economic disadvantage.

YES NO *Based on the data presented in this report, the student appears to meet the eligibility criteria for a learning disability.

AGREE (✓) DISAGREE

*SIGNATURE OF GENERAL EDUCATION TEACHER	POSITION		
*SIGNATURE OF PERSON TRAINED/CERTIFIED IN THE AREA OF LEARNING DISABILITIES	POSITION		
*SIGNATURE OF ASSESSMENT SPECIALIST	POSITION		

*DATE OF REPORT:

Waco Charter School
Waco Tx. 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: OTHER HEALTH IMPAIRMENT

Name of Student	DOB.
-----------------	------

PROFESSIONAL EVALUATOR: Licensed physician

YES NO *Based on my examination, this student appears to have limited strength, vitality, or alertness due to chronic or acute health problems, such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affect his/her educational performance.

Implications of the impairment for the educational process (check all that apply):

- difficulty transferring on and off the bus independently
- difficulty with mobility and seating within a general classroom
- difficulty with self-help skills, i.e., feeding/dressing/toileting
- difficulty performing activities found in a general classroom (i.e., cutting, writing) and may require special adaptations to the general program, including: _____
- difficulty maintaining alertness in the general classroom
- taking the following medication _____, which is expected to have the following effects on classroom functioning: _____
- needs additional rest periods
- needs physical therapy
- needs occupational therapy
- other: _____
- other: _____

*SIGNATURE OF LICENSED PHYSICIAN

NAME (PLEASE PRINT)

ADDRESS

TELEPHONE NUMBER

*Denotes required items

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*DATE OF REPORT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: MENTAL RETARDATION

Name: _____

PROFESSIONAL EVALUATORS: The evaluation is made by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of suspected disability. Assessments must be administered by trained personnel in conformance with the instructions provided by the test manufacturer.

This student's assessed intellectual functioning is two or more standard deviations below the mean on individually administered scales of:

*Verbal Ability: _____

YES NO NAME OF ASSESSMENT INSTRUMENT SCORE

*Performance or Nonverbal Ability: _____

YES NO NAME OF ASSESSMENT INSTRUMENT SCORE

*This student's adaptive behavior demonstrates deficits in functioning which exist concurrently with his/her deficits in intellectual functioning, as measured by:

Vineland Adaptive Behavior Scale

*SOURCE OF DATA

*SIGNATURE OF EVALUATOR

*POSITION

* Denotes required items

*DATE OF REPORT:

WACO CHARTER SCHOOL

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: EMOTIONAL DISTURBANCE

Name:	D.O.B.:
Grade:	Sex:

PROFESSIONAL EVALUATORS: The evaluation is made by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of suspected disability. Assessments must be administered by trained personnel in conformance with the instructions provided by the test manufacturer.

*SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	REPORT ATTACHED	
		YES (✓)	NO
Beck Anxiety Inventory (BAI)			
Children's Depression Inventory (CDI)			
Piers- Harris Children's Self Concept Scale			
Thematic Apperception Test (TAT)			

*This student has demonstrated one or more of the following characteristics over a long period of time and to a marked degree which adversely affects educational performance:

- an inability to learn which cannot be explained by intellectual, sensory, or health factors; length of time: _____
- an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; length of time: _____
- inappropriate types of behavior or feelings under normal circumstances; length of time: _____
- a general pervasive mood of unhappiness or depression; amount of time: _____
- a tendency to develop physical symptoms or fears associated with personal or school problems; length of time: _____
- This student does not demonstrate characteristics of emotional disturbance which adversely affect educational performance.



SUGGESTED STRATEGIES

- Give ample recognition when the student successfully completes tasks.
- Allow the student to set up easily attainable daily goals where success can be assured. Gradually increase the level of difficulty of an academic task and provide frequent review work.
- Provide frequent verbal support and reassurance along with positive reinforcement, prior to the time that the student begins task.
- Provide concrete nonverbal as well as verbal reinforcement when the student is on task and redirect the student to primary assignment if distracted.
- Give leadership responsibilities in areas where mastery has been consistently demonstrated.
- Help the student to recognize his/her strengths and place him/her in a peer situation where he/she can excel.
- Be consistent in telling the student that he/she is capable of performing independently. Ignore his/her demands for attention that are dependency-related.
- Use the "Buddy System" during transitions from one activity to another.
- Help the student to use language to identify, label, and discuss feelings and encourage the student to express his/her feelings.
- Give praise and encouragement when the student is helpful and considerate of others.
- Maintain close physical proximity to the student.
- Permit the student to complete tasks below his/her level and congruent with his/her interests, in order to gain self-esteem.
- Give the student jobs to do that will make him/her feel important, such as watering plants, running errands to the office, etc.
- Introduce new materials in small doses and break up long assignments into smaller sections.

*SIGNATURE OF EVALUATOR

*POSITION

* DATE OF REPORT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: RELATED SERVICES

Name	D.O.B.:
Sex	Grade:

PROFESSIONAL EVALUATOR: Registered, licensed, or certified related service personnel

Reason for referral:

* SOURCES OF DATA (Lists names of tests used)	ASSESSMENT DATES
Play Assessment	
Beck Anxiety Inventory (BAI)	
Children's Depression Inventory (CDI)	
Beck Hopeless Scale	
Piers-Harris Children's Self Concept Scale	
Thematic Apperception Test (TAT)	

YES NO *This student's emotional disturbance adversely interferes with educational performance and requires more intervention(s) beyond interventions that can be provided in a classroom setting.

YES NO *Assessment data indicate that this student is eligible for and needs the following to benefit from instruction:

RELATED SERVICE(S)	TYPE DIRECT/CONSULT	TIME FREQ/DURATION
Counseling		
Physical therapy		
Occupational therapy		
School-health services		
Orientation and mobility		
Special transportation		
Assistive technology		
Other, specify: _____		

YES NO Recommended goals and objectives to be implemented by related services personnel are included.
See IEP for Related Services on next page.

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*SIGNATURE OF REGISTERED/LICENSED/CERTIFIED EVALUATOR

*POSITION

*INSTRUCTIONAL SERVICES

DRAFT _____

*RELATED SERVICES
SPECIFY: _____

***INDIVIDUAL EDUCATIONAL PLAN (IEP)¹.**

DATE

ACCEPTED BY ARD COMMITTEE

**Play/individual Therapy
Waco Charter School**

SCHOOL _____

GRADE _____

*Duration of services from: _____ to: _____
MONTH/DAY/YEAR MONTH/YEAR

*GOAL: To be able to deal with underlying issues causing depression/anxiety/inattentiveness or disruptive behavior

Language of delivery ENGLISH

ESL Required YES NO

*SHORT-TERM OBJECTIVES THE STUDENT WILL BE ABLE TO:	*INDICATE LEVEL OF MASTERY CRITERIA	*EVALUATION PROCEDURE	*SCHEDULE FOR EVALUATION	EVALUATION CODES				DATE
				DATE	DATE	DATE	DATE	REGRES- SION?
				C, M	C, M	C, M	C, M	
To use puppets to identify feelings		1,2,5,6	Every 4 weeks					Y/N
To use the punch bag when angry		2,5,6	Every 4 weeks					Y/N
To name three feelings each session		1,6	Every 4 weeks					Y/N
To identify feelings using the "Feeling Doing Game"		2,5	Every 4 weeks					Y/N
To Let the therapist know when angry		2	Every 4 weeks.					Y/N
To use toys to work on themes related to problem underlying issues		2	Every 4 weeks					Y/N

Evaluation Procedure Codes:

- 1. Teacher-made tests
- 2. Observations
- 3. Weekly Tests
- 4. Unit Tests
- 5. Student Conferences
- 6. Work Samples
- 7. Portfolios
- 8. Other: _____

Evaluation Codes:

- C - Continue
- M - Mastered

¹Goals and objectives for English as a second language and/or primary language development shall be included for limited English proficient students as appropriate.

²Criteria and schedule must allow for determining student's eligibility for participation in extracurricular activities

*DATE OF REPORT:

**Waco Charter School
615 N. 25th Street
Waco, Texas 76707**

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: SPEECH IMPAIRMENT

Name: _____

PROFESSIONAL EVALUATOR: Certified speech and hearing therapist, certified speech and language therapist, or licensed speech-language pathologist.

* SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	NAME OF PERSON CONDUCTING ASSESSMENT	REPORT ATTACHED	
			YES (✓)	NO

YES NO *This student has a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely effects his/her educational performance.

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*SIGNATURE OF LICENSED OR CERTIFIED EVALUATOR

*POSITION

* DATE OF REPORT:

Waco Charter School
 615 N. 25th Street
 Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: LEARNING DISABILITY

Name:	D.O.B.:
Sex:	Grade:

PROFESSIONAL EVALUATORS: General education teacher, person trained/certified in the area of learning disabilities, and assessment specialist

STANDARDIZED INTELLIGENCE AND ACHIEVEMENT TEST SCORES

*Based on the Comprehensive Individual Assessment, Part I--Determination of Disability and Educational Need:

*The student's performance on the standardized intelligence test indicates that his/her assessed intellectual ability is above the mentally retarded range.

*The student has been administered standardized achievement tests in areas in which s/he has had appropriate learning experiences.

***METHOD OF DETERMINING SEVERE DISCREPANCY** (Check (✓) method used)

***METHOD I**--Determination of Severe Discrepancy: Based upon a comparison of standardized intelligence and achievement test scores.

The measures used to assess intellectual ability and achievement have the same mean and standard deviation. If no, show the method used to convert standard scores to a common metric:

*Complete the following table:

- Check (✓) if the student's achievement in a particular area was assessed.
- List the mean, standard deviation, and standard scores of the intelligence and achievement measures.
- Show the degree of the discrepancy between intelligence and achievement in area assessed by subtracting the standard score of the achievement test from the standard score on the intelligence test if both sets of scores have the same mean and standard deviation. Otherwise convert to a common metric before subtracting.
- Indicate whether the degree of the discrepancy is severe (i.e., more than one standard deviation difference).

(✓)	SKILL AREA ¹	MEAN	STANDARD DEVIATION	STANDARD SCORES		* DEGREE OF DISCREPANCY	* SEVERE DISCREPANCY	
				INTELLIGENCE	ACHIEVEMENT		YES	NO
	Oral Expression	100	15					
	Listening Comprehension	100	15					
	Written Expression	100	15					
	Basic Reading Skill	100	15					
	Reading Comprehension	100	15					
	Mathematics Calculations	100	15					
	Mathematics Reasoning	100	15					

Spelling is no longer named in state statute as a skill area.

* Denotes required items

If the student has a severe discrepancy using METHOD I, go to CLASSROOM OBSERVATION OF STUDENT'S BEHAVIOR.

*METHOD II--Determination of Severe Discrepancy

*Due to the lack of appropriate test instruments, the multidisciplinary assessment team is unable to assess this student using Method I, OR

*Although this student does not meet the criteria according to Method I, the multidisciplinary assessment team believes a severe discrepancy exists.

*Check (✓) the area(s) in which the multidisciplinary assessment team believes a severe discrepancy exists:

- | | |
|--|--|
| <input type="checkbox"/> Oral expression | <input type="checkbox"/> Reading comprehension |
| <input type="checkbox"/> Listening comprehension | <input type="checkbox"/> Mathematics calculation |
| <input type="checkbox"/> Written expression | <input type="checkbox"/> Mathematics reasoning |
| <input type="checkbox"/> Basic reading skill | |

AND

*Indicate the basis for determining the severe discrepancy. (This information may be obtained from standardized assessment instruments, reports from parents, observations of classroom performance, student work samples, and other items as needed.)

Basis for determining severe discrepancy:

- Reports from parent (s)
- Observation of classroom performance
- Student's work samples
- Other

Above information reveal that the student's achievement is lagging behind his/her learning potential.

YES NO

*CLASSROOM OBSERVATION OF STUDENT'S BEHAVIOR (Must be performed by multidisciplinary assessment team member other than the student's general education teacher.) The purpose of the observation is to record the student's behavior in an area where his/her achievement is lagging behind learning potential. Describe *relevant classroom behavior, including the *relationship of the student's classroom behavior to his/her educational functioning. (Areas to be addressed may include: attention skills, comprehension and expressive skills, ability for independent work, and problem solving strategies.)¹

Areas Observed (Skills)	Above Average	Average	Below Aerge
Attention Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeking Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current observations reveal that this student's achievement is lagging behind his/her learning potential.
YES NO

*NAME OF OBSERVER

POSITION

DATE

***EDUCATIONALLY RELEVANT MEDICAL FINDINGS (If any)**

***IMPLICATIONS**

YES NO *Based on the data presented in this report, the multidisciplinary assessment team has determined that the severe discrepancy between achievement and ability exists to a degree such that it is not correctable without special education and related services.

YES NO *Based on the Comprehensive Individual Assessment and data presented in this report, the multidisciplinary assessment team assures that the following have been ruled out as the primary cause of the severe discrepancy: visual, hearing, or motor impairment; mental retardation; emotional disturbance; or environmental, cultural, or economic disadvantage.

YES NO *Based on the data presented in this report, the student appears to meet the eligibility criteria for a learning disability.

AGREE (✓) DISAGREE

_____ *SIGNATURE OF GENERAL EDUCATION TEACHER	_____ POSITION	_____	_____
_____ *SIGNATURE OF PERSON TRAINED/CERTIFIED IN THE AREA OF LEARNING DISABILITIES	_____ POSITION	_____	_____
_____ *SIGNATURE OF ASSESSMENT SPECIALIST	_____ POSITION	_____	_____

*DATE OF REPORT:

Waco Charter School
Waco Tx. 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: OTHER HEALTH IMPAIRMENT

Name of Student	DOB.
-----------------	------

PROFESSIONAL EVALUATOR: Licensed physician

YES NO *Based on my examination, this student appears to have limited strength, vitality, or alertness due to chronic or acute health problems, such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affect his/her educational performance.

Implications of the impairment for the educational process (check all that apply):

- difficulty transferring on and off the bus independently
- difficulty with mobility and seating within a general classroom
- difficulty with self-help skills, i.e., feeding/dressing/toileting
- difficulty performing activities found in a general classroom (i.e., cutting, writing) and may require special adaptations to the general program, including: _____
- difficulty maintaining alertness in the general classroom
- taking the following medication _____, which is expected to have the following effects on classroom functioning: _____
- needs additional rest periods
- needs physical therapy
- needs occupational therapy
- other: _____
- other: _____

*SIGNATURE OF LICENSED PHYSICIAN

NAME (PLEASE PRINT)

ADDRESS

TELEPHONE NUMBER

* Denotes required items

3/97
OHI

*DATE OF REPORT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: MENTAL RETARDATION

Name: _____

PROFESSIONAL EVALUATORS: The evaluation is made by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of suspected disability. Assessments must be administered by trained personnel in conformance with the instructions provided by the test manufacturer.

This student's assessed intellectual functioning is two or more standard deviations below the mean on individually administered scales of:

*Verbal Ability: _____

YES NO NAME OF ASSESSMENT INSTRUMENT SCORE

*Performance or Nonverbal Ability: _____

YES NO NAME OF ASSESSMENT INSTRUMENT SCORE

*This student's adaptive behavior demonstrates deficits in functioning which exist concurrently with his/her deficits in intellectual functioning, as measured by:

Vineland Adaptive Behavior Scale

*SOURCE OF DATA

*SIGNATURE OF EVALUATOR

*POSITION

*Denotes required items

*DATE OF REPORT:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: RELATED SERVICES

Name	D.O.B.:
Sex	Grade:

PROFESSIONAL EVALUATOR: Registered, licensed, or certified related service personnel

Reason for referral:

* SOURCES OF DATA (Lists names of tests used)	ASSESSMENT DATES
Play Assessment	
Beck Anxiety Inventory (BAI)	
Children's Depression Inventory (CDI)	
Beck Hopeless Scale	
Piers-Harris Children's Self Concept Scale	
Thematic Apperception Test (TAT)	

YES NO *This student's emotional disturbance adversely interferes with educational performance and requires more intervention(s) beyond interventions that can be provided in a classroom setting.

YES NO *Assessment data indicate that this student is eligible for and needs the following to benefit from instruction:

RELATED SERVICE(S)	TYPE DIRECT/CONSULT	TIME FREQ/DURATION
Counseling		
Physical therapy		
Occupational therapy		
School-health services		
Orientation and mobility		
Special transportation		
Assistive technology		
Other, specify: _____		

YES NO Recommended goals and objectives to be implemented by related services personnel are included.
See IEP for Related Services on next page.

*SIGNATURE OF REGISTERED/LICENSED/CERTIFIED EVALUATOR

*POSITION

*INSTRUCTIONAL SERVICES

*RELATED SERVICES

SPECIFY: _____

*INDIVIDUAL EDUCATIONAL PLAN (IEP)¹.

Play/individual Therapy

Waco Charter School

Page _____ of _____
 DRAFT _____

DATE

ACCEPTED BY ARD COMMITTEE

SCHOOL _____

GRADE _____

*Duration of services from: _____ to: _____
MONTH/DAY/YEAR MONTH/YEAR

*GOAL: To be able to deal with underlying issues causing depression/anxiety/inattentiveness or disruptive behavior

Language of delivery ENGLISH

ESL Required YES NO

*SHORT-TERM OBJECTIVES THE STUDENT WILL BE ABLE TO:	*INDICATE LEVEL OF MASTERY CRITERIA	*EVALUATION PROCEDURE	*SCHEDULE FOR EVALUATION	EVALUATION CODES				DATE
				DATE	DATE	DATE	DATE	REGRES- SION?
				C, M	C, M	C, M	C, M	
To use puppets to identify feelings		1,2,5,6	Every 4 weeks					Y/N
To use the punch bag when angry		2,5,6	Every 4 weeks					Y/N
To name three feelings each session		1,6	Every 4 weeks					Y/N
To identify feelings using the "Feeling Doing Game"		2,5	Every 4 weeks					Y/N
To Let the therapist know when angry		2	Every 4 weeks.					Y/N
To use toys to work on themes related to problem underlying issues		2	Every 4 weeks					Y/N

Evaluation Procedure Codes:

- 1. Teacher-made tests
- 2. Observations
- 3. Weekly Tests
- 4. Unit Tests
- 5. Student Conferences
- 6. Work Samples
- 7. Portfolios
- 8. Other: _____

Evaluation Codes:

- C - Continue
- M - Mastered

¹Goals and objectives for English as a second language and/or primary language development shall be included for limited English proficient students as appropriate.

²Criteria and schedule must allow for determining student's eligibility for participation in extracurricular activities

*DATE OF REPORT:

WACO CHARTER SCHOOL

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: EMOTIONAL DISTURBANCE

Name:	D.O.B.:
Grade:	Sex:

PROFESSIONAL EVALUATORS: The evaluation is made by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of suspected disability. Assessments must be administered by trained personnel in conformance with the instructions provided by the test manufacturer.

*SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	REPORT ATTACHED	
		YES	(✓) NO
Beck Anxiety Inventory (BAI)			
Children's Depression Inventory (CDI)			
Piers- Harris Children's Self Concept Scale			
Thematic Apperception Test (TAT)			

*This student has demonstrated one or more of the following characteristics over a long period of time and to a marked degree which adversely affects educational performance:

- an inability to learn which cannot be explained by intellectual, sensory, or health factors;
length of time: _____
- an inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
length of time: _____
- inappropriate types of behavior or feelings under normal circumstances; length of time:

- a general pervasive mood of unhappiness or depression; amount of time: _____
- a tendency to develop physical symptoms or fears associated with personal or school problems;
length of time: _____
- This student does not demonstrate characteristics of emotional disturbance which adversely affect educational performance.

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SUGGESTED STRATEGIES

- Give ample recognition when the student successfully completes tasks.
- Allow the student to set up easily attainable daily goals where success can be assured. Gradually increase the level of difficulty of an academic task and provide frequent review work.
- Provide frequent verbal support and reassurance along with positive reinforcement, prior to the time that the student begins task.
- Provide concrete nonverbal as well as verbal reinforcement when the student is on task and redirect the student to primary assignment if distracted.
- Give leadership responsibilities in areas where mastery has been consistently demonstrated.
- Help the student to recognize his/her strengths and place him/her in a peer situation where he/she can excel.
- Be consistent in telling the student that he/she is capable of performing independently. Ignore his/her demands for attention that are dependency-related.
- Use the "Buddy System" during transitions from one activity to another.
- Help the student to use language to identify, label, and discuss feelings and encourage the student to express his/her feelings.
- Give praise and encouragement when the student is helpful and considerate of others.
- Maintain close physical proximity to the student.
- Permit the student to complete tasks below his/her level and congruent with his/her interests, in order to gain self-esteem.
- Give the student jobs to do that will make him/her feel important, such as watering plants, running errands to the office, etc.
- Introduce new materials in small doses and break up long assignments into smaller sections.

*SIGNATURE OF EVALUATOR

*POSITION

*DATE OF REPORT:

**Waco Charter School
615 N. 25th Street
Waco, Texas 76707**

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

COMPREHENSIVE INDIVIDUAL ASSESSMENT

Eligibility Report: SPEECH IMPAIRMENT

Name: _____

PROFESSIONAL EVALUATOR: Certified speech and hearing therapist, certified speech and language therapist, or licensed speech-language pathologist.

*SOURCES OF DATA (formal and informal measures)	ASSESSMENT DATES	NAME OF PERSON CONDUCTING ASSESSMENT	REPORT ATTACHED	
			YES	(✓) NO

YES NO *This student has a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely effects his/her educational performance.

*SIGNATURE OF LICENSED OR CERTIFIED EVALUATOR

*POSITION

DEVELOPMENT AND IMPLEMENTATION OF THE IEP

*DATE SENT/MAILED:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

NOTICE OF THE ADMISSION, REVIEW, AND DISMISSAL (ARD) COMMITTEE MEETING
Invitation to Meeting

TO:

RE: STUDENT _____

SCHOOL _____

Waco Charter School

You are invited to attend an admission, review, and dismissal (ARD) committee meeting to discuss your educational programming or that of your child. We encourage you to attend this meeting, as your involvement is an important part of your child's education.

DATE _____ TIME _____ PLACE Waco Charter Sch. ROOM Conf. Room

*The purpose of the meeting is to:

- initiate special education services if your child meets eligibility criteria
- review your child's program (including results of any new evaluations)
- develop and/or review the individual educational plan (IEP) for your child
- consider extended year services
- discuss transition services
- other (specify) _____

*Reason(s) action(s) proposed

- Classroom performance below grade level- to determine placement for special education services
- No progress - to Modify IEP
- Progress noted - to determine continued need for services
- Progress noted - to determine dismissal

*Options considered before convening this meeting:

- | | |
|---|--|
| <input type="checkbox"/> Regular education | <input type="checkbox"/> Bilingual/ESL |
| <input type="checkbox"/> Compensatory education | <input type="checkbox"/> alternative program |
| <input type="checkbox"/> change in methodology | <input type="checkbox"/> schedule change |
| <input type="checkbox"/> behavioral interventions | <input type="checkbox"/> counseling |
| <input type="checkbox"/> tutoring | <input type="checkbox"/> 504 programs |
| <input type="checkbox"/> other: _____ | |
| <input type="checkbox"/> other: _____ | |

**** TRANSITION SERVICES**

*The purpose of this meeting is to review the individual transition plan (ITP) and consider transition services in accordance with 19 TAC 89.1110 and 34 CFR 300.346(b)(1-2).

*The district will invite the student to this meeting.

*The following agencies have been invited to send a representative to this meeting:

*The following persons have been asked to attend this meeting:

- | | |
|---|--|
| <input type="checkbox"/> parent | <input type="checkbox"/> assessment personnel |
| <input type="checkbox"/> student** | <input type="checkbox"/> school administrator |
| <input type="checkbox"/> instructional representative | <input type="checkbox"/> vocational representative |
| <input type="checkbox"/> other: _____ | <input type="checkbox"/> LPAC representative |

*The following evaluation procedures, tests, records, or reports will be reviewed and discussed:

- Comprehensive Individual Assessment¹ (e.g., language, physical, emotional/behavioral, sociological, intellectual, educational performance)
- school records (e.g., grades, attendance reports, teachers' observations, achievement test scores, discipline reports)
- independent evaluation reports
- individual transition plan (ITP)**
- parent information
- other (list): _____

*Discuss, at your request, any educational or related service not proposed above.

*Other factors relevant to this ARD committee meeting (describe 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 your 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. Another copy of the procedural safeguards is attached to this form.

Date given: _____ To: _____

NAME

Please KEEP THIS PAGE for your records. RETURN THE ATTACHED PAGE 2 to me. If you have questions, please call me.

SIGNATURE

POSITION

PHONE

Please return this form to:

Empty rectangular box for return address.

STUDENT _____

SCHOOL _____

Please check appropriate statement(s) below and return.

I will attend the meeting on (date): _____ at (time): _____.

*I would like to attend the meeting, but cannot do so at the time suggested; please contact me at _____ to reschedule.

I will not be able to attend the meeting; please have it without me. I want to be notified of the results of the meeting.

I will not be able to attend the meeting in person, but would like to participate via telephone. Please contact me at _____ at the scheduled meeting time.

I waive the required five school day waiting period between the Notice of the ARD Committee Meeting and the meeting itself.

Comments:

SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

DATE

*SIGNATURE OF INTERPRETER, IF USED

*DATE

*Denotes required items for all ARD meetings.

* DATE OF MEETING: _____

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

- Admission
- Review
- Dismissal
- NO Placement

ADMISSION, REVIEW, AND DISMISSAL (ARD) COMMITTEE MEETING

Name: _____	DOB: _____	Grade: _____
Sex: _____	Ethnicity: _____	
Primary Language: _____		Date Parent Notified of ARD:
	1.	_____
	2.	_____
	3.	_____

YES NO *An interpreter was used to assist in conducting the meeting. If YES, specify language or other mode of communication: _____

***PURPOSE OF MEETING**

- | | |
|--|--|
| <input type="checkbox"/> Initial ARD | <input type="checkbox"/> Required Annual Review |
| <input type="checkbox"/> Special Education Student new to District | <input type="checkbox"/> Consider Program/Placement Change |
| <input type="checkbox"/> Reporting Period | <input type="checkbox"/> Discipline Concerns |
| <input type="checkbox"/> Other _____ | |

***REVIEW OF ASSESSMENT DATA AND OTHER INFORMATION (check (✓) if applicable)**

Comprehensive individual assessment¹: _____
DATE(S) OF REPORT(S)

Assessment(s) for related services. Specify:

NAME OF SERVICE	DATE OF REPORT
NAME OF SERVICE	DATE OF REPORT

Functional Vocational Evaluation: _____
DATE(S) OF REPORT(S)

- Information from the student's Individual Transition Plan
- Information from the Language Proficiency Assessment Committee
- Records from other school districts
- Information from parents/student
- Information from school personnel
- Information/records from other agencies or professionals

YES NO Additional assessment is needed: _____
If yes, specify timeline for assessment to be completed² _____

¹Assistive technology needs must be considered. ²If additional assessment is recommended, it must be completed according to the timeline specified *Denotes required item ARD 7/00

***DETERMINATION OF ELIGIBILITY (check (✓) if applicable)**

Based on the assessment data reviewed, the ARD committee has determined that the student:

- does not meet eligibility criteria to receive special education services
- meets eligibility criteria for:³
 - learning disability
 - speech impairment
 - emotionally disturbed
 - mental retardation
 - autism
 - other health impairment
 - orthopedic impairment
 - traumatic brain injury
 - multiple disabilities
 - visual impairment
 - auditory impairment
 - deaf-blind
 - non-categorical

DEVELOPMENT OF THE INDIVIDUAL EDUCATIONAL PLAN (IEP)

- The ARD committee reviewed achievement on the previous year's short-term objectives on the IEP.
YES NO (Applicable to all but initial ARD meetings.)

***Present Competencies:**

- The student is capable of following the Student Code of Conduct without modification. If NO, complete
YES NO ARD/IEP SUPPLEMENT: Behavior Management Plan (ARDBMP-1, -2, & -3).

- Behavioral Management Plan completed and attached.
YES NO

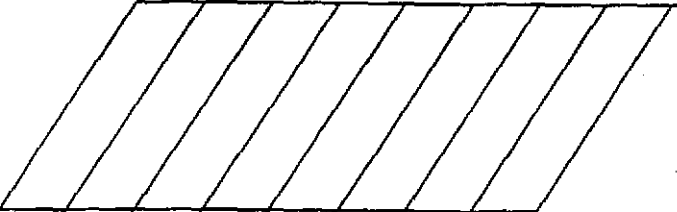
¹Include consideration of occupational training needs for students at or before entry into high school or by age 14.

²The components of the Individual Transition Plan (ITP) and needed transition services must be addressed in the ARD/IEP Supplement: Transition Services.

³If the student is suspected of being medically fragile, the ARD/IEP Supplement: Students Who Are Medically Fragile

***INSTRUCTIONAL MODIFICATIONS/SUPPORTS DETERMINED BY ARD COMMITTEE, continued**

GOAL & OBJECTIVE/SUBJECT



ADAPT MATERIALS BY PROVIDING:

Peer to read materials									
Tape recording of required readings									
Highlighted materials for emphasis									
Altered format of materials									
Study aids/manipulatives									
ESL materials									
Large print materials									
Braille materials									
Color transparencies									
Other:									

MANAGE BEHAVIOR BY PROVIDING:

Clearly defined limits									
Frequent reminders of rules									
Positive reinforcement									
Frequent eye contact/proximity control									
Frequent breaks									
Private discussion about behavior									
In-class timeout									
Supervision during transition activities									
Implementation of behavior contract									
Other:									

REQUIRED EQUIPMENT/ASSISTIVE TECHNOLOGY DEVICES:

Calculators									
Word processors									
Augmentative communication device									
Note taker/note taking paper									
Interpreter									

* Criterion referenced assessment (TAAS)¹ offered at student's grade level YES NO

- will take reading exempt in all areas
- will take mathematics exempt
- will take writing exempt
- will take social studies Exempt
- will take science exempt

Alternate Assessments

- AUEN
- CLASS
- Released TAAS

End-of-Course Examinations²:

- Will not take Algebra I
- Will not take Biology I
- Will not take U.S. History
- Will not take English II

Modifications as defined in test administration materials:

Modifications as defined in test administration materials:

Justification for TAAS Exemption

- Student is not in general education program
- Student's disability significantly interferes with his/her ability to meet general education mastery levels
- Other

¹Until Spanish TAAS tests are available, LEP students exempt from the English TAAS must be tested with alternative measures of accountability. ²The only students not required to test are students receiving content modifications resulting in an "S" on the transcript, as stated in test administration materials. These materials also provide information about testing these students for local purposes.

***SERVICE ALTERNATIVES**

*Identify the general and special education alternatives and supplementary aids and services provided, tried, or considered. Place key letter (p, t, c) in space next to all that apply:

- | | |
|--|--|
| <input type="checkbox"/> General education classroom | <input type="checkbox"/> Alternative education program |
| <input type="checkbox"/> Modifications in general education and/or curriculum, instruction testing procedures, and/or physical arrangements (including vocational education and nontraditional instructional programs) | <input type="checkbox"/> Assistive technology (e.g., communication devices, slant top table) |
| <input type="checkbox"/> Special education supplementary aids and services | <input type="checkbox"/> Resource classroom |
| <input type="checkbox"/> Title 1 Part A/Accelerated Instruction | <input type="checkbox"/> Self-contained classroom |
| <input type="checkbox"/> Tutorials/academic remediation | <input type="checkbox"/> Separate special education campus |
| <input type="checkbox"/> English as a Second Language (ESL) | <input type="checkbox"/> Nonpublic day school placement |
| <input type="checkbox"/> Bilingual classes | <input type="checkbox"/> Residential placement** |
| <input type="checkbox"/> Pre-K program | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Other: _____ |

***Results**

- Lack of academic progress
- No improvement in behavior
- Deterioration in behavior
- Inappropriate to meet student needs
- Continued academic progress
- Other _____

*If efforts not successful, provide reason(s)

- Specialized curriculum needed
- More flexible schedule needed
- More structured environment needed
- Extreme cognitive/physical disability
- Other _____

- * YES NO NA

**Parents of students who meet eligibility criteria for visual or auditory impairments or deafblindness have been given written information, within the past year, about programs offered by the Texas School for the Blind and Visually Impaired or Texas School for the Deaf, including eligibility and admissions requirements and the rights of student's related to admission.

***CONSIDERATION OF LEAST RESTRICTIVE ENVIRONMENT**

Based on ARD committee review of assessment data, new IEP goals and objectives, instructional modifications/supports necessary to implement the content of the IEP, and previous efforts/considerations, the committee recommends that this student receive all instruction and services in general education. If selected, go to the **SCHEDULE OF SERVICES** section.

OR

Based on ARD committee review of assessment data, new IEP goals and objectives, instructional modifications/supports necessary to implement the content of the IEP, and previous efforts/considerations, the committee recommends that this student receive part of or all instruction and services in a special education setting. If selected, complete either the **Removal from General Education Classroom** or the **Removal from General Education Campus** sections that follow. The **Opportunity to Participate** and **Consideration of Potential Harmful Effects** sections must also be completed.

*Removal from General Education Classroom _____ Applicable _____ Not Applicable

- Placement in the general education classroom prohibits the student from achieving the goals and objectives contained in the IEP even though supplementary aids and services are used.
- The modifications required for the student to achieve the goals and objectives in the IEP cannot be implemented in the general education classroom without eliminating essential components of the regular curriculum/activity.
- Implementing the student's behavior management plan means that other students would not benefit satisfactorily from academic instruction or nonacademic activities.
- Other: _____
- Other: _____

OR

***Removal from General Education Campus**

- Services and/or therapies in the student's IEP cannot be provided on a general education campus.
- The behavior management plan contained in the student's IEP cannot be implemented on a general education campus.
- The student's behavior is so dangerous that it cannot be controlled without intense supervision and a closed environment.
- The student had a previously unsuccessful placement on a general education campus. If selected, list instructional and related service goals and objectives and modification/support services that address returning the student to the general education campus. _____

Other: _____

***Opportunity to Participate**

*In removing this student from the general education classroom/campus, will the student have the opportunity to participate with students without disabilities in all nonacademic and extracurricular activities?

- YES NO

If no, describe the nonacademic and extracurricular activities in which the student will not have an opportunity to participate:

- | | | |
|--|---|--|
| <input type="checkbox"/> Meals | <input type="checkbox"/> Yearbook/newspaper | <input type="checkbox"/> General education routines (homeroom assignments, lockers, study hall, class changes, social) |
| <input type="checkbox"/> Field trips | <input type="checkbox"/> Recess periods | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fund raising activities | <input type="checkbox"/> Choral group/debate | _____ |
| <input type="checkbox"/> Regular transportation | <input type="checkbox"/> Assemblies | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sports/cheerleading | <input type="checkbox"/> Band | _____ |
| <input type="checkbox"/> Student council | <input type="checkbox"/> Graduation exercises | |

*If any of the above items are checked, explain why this student is unable to participate:

- Nature of Disability
- Severity of Disability
- Other _____

***Consideration of Potential Harmful Effects**

*In removing this student from the general education classroom/campus, what are the potential harmful effects on the student and on the quality of services which the student needs?

- None anticipated
- Lack of opportunity for appropriate role models
- Stigmatization
- Isolation from peers
- Other: _____
- Other: _____
- Other: _____
- Decreased access to the instructional opportunities available in integrated settings
- Diminished access to full range of curriculum
- Lack of opportunity for social interaction
- Decreased student self-esteem
- Other: _____
- Other: _____

*Denotes required items

***SCHEDULE OF SERVICES**

INSTRUCTION					PROGRESS / GRADE		
Year _____ Semester _____	GEN. ED. MODIFIED		GEN. ED. TIME	SPE. ED. TIME	DETERMINED BY:		
COURSE/CURRICULUM AREA	YES	NO			GEN. ED.	SPE. ED.	JOINT
READING							
LANGUAGE ARTS/ENGLISH							
MATHMATICS							
SCIENCE							
SOCIAL STUDIES							
PHYSICAL EDUCATION							
SPEECH/LANGUAGE THERAPY							
OTHER							

RELATED SERVICES	*TIME PER WEEK
Occupational Therapy	
Physical Therapy	
Counseling	

INSTRUCTION					PROGRESS / GRADE		
Year _____ Semester _____	GEN. ED. MODIFIED		GEN. ED. TIME	SPE. ED. TIME	DETERMINED BY:		
COURSE/CURRICULUM AREA	YES	NO			GEN. ED.	SPE. ED.	JOINT
READING							
LANGUAGE ARTS/ENGLISH							
MATHMATICS							
SCIENCE							
SOCIAL STUDIES							
PHYSICAL EDUCATION							
Speech/Language Therapy							
Other							

Extended Year Services recommended:
 YES If YES, see attached
 NO ARD/IEP supplement.

Special Transportation If yes, cite justification: _____
 YES NO

***PLACEMENT DETERMINATION**

*The ARD committee determined that services will be provided at:

WACO CHARTER SCHOOL

NAME OF SCHOOL CAMPUS

NAME OF INSTRUCTIONAL ARRANGEMENT¹

YES NO *This is the campus the student would attend if not disabled. If NO, identify (list or describe) the services which cannot reasonably be provided on the student's home campus.

YES NO *This is the campus which is as close as possible to the student's home. If NO, justify:

¹Enter instructional arrangement that meets requirements listed in the *Student Attendance Accounting Handbook*.

*Denotes required items

ASSURANCES (Initial by representative of school district)

_____ *The ARD committee assures that this student is being educated with students his/her age who do not have disabilities to the maximum extent appropriate to his/her overall educational needs (including academic and developmental areas such as language and socialization).

_____ *The committee assures that all instruction and related services specified in the IEP will be provided to the student at no cost. Fees normally charged to students without disabilities or their parents as part of the general education program may be charged (i.e., art or laboratory fees).

NOTE: IF APPROPRIATE, COMPLETE ARD/IEP SUPPLEMENT: OUT-OF-DISTRICT PLACEMENT VERIFICATION (ARD SUP-OD) OR REFERRAL TO A REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF (ARD SUP-RDSPD).

*Denotes required items

7/00
ARD-9

***SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS**

MEMBERS	SIGNATURE AND TITLE	POSITION	AGREE	DISAGREE
		Parent(s)/Adult Student ¹		
		Administrator		
		General Education Teacher		
		Special Education Teacher		
		Assessment ²		
OTHER PARTICIPANTS				
		Representative of LPAC ³		
		Vocational		
		Interpreter, if used		

My signature indicates that I was present at the ARD meeting, participated in the discussion, and understand what was discussed.

The committee mutually agreed to implement the services reflected in these proceedings.

OR

The members of this ARD committee have not reached mutual agreement. The school has offered and the parent has agreed to a recess of not more than 10 school days. During the recess the members shall consider alternatives, gather additional data, and/or obtain additional resource persons to enable them to reach mutual agreement. This recess does not apply if the student presents a danger of physical harm to himself or herself or others, or if the student has committed an expellable offense. The committee will reconvene on _____ at _____.

DATE PLACE AND TIME

Information explaining why mutual agreement has not been reached may be attached.

*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. Another copy of the procedural safeguards (rights) is attached to this form. Date given: _____ To: _____

- Parent given/sent copy of ARD/IEP report Yes No Dated _____
- Parent given/sent copy of CIA Yes No Dated _____
- Parent/Student notified of rights at age 18 Yes Not applicable
- Not Applicable, no new assessment reviewed

¹Parental consent for initial placement is required before services begin.
²Assessment personnel are required when assessment issues are included in the ARD committee's deliberations.
³LPAC representative is required at ARD of any student who is limited English proficient.
⁴Include documentation concerning the reconvened ARD committee meeting.
 *Denotes required items

*DATE OF ARD:

Waco Charter School
615 N. 25th Street
Waco, Texas 76707

Page _____ of _____

**ARD/IEP SUPPLEMENT
CONSENT FOR INITIAL PLACEMENT**

Name: _____

Check all that apply.

YES NO *I have been fully informed and understand the admission, review, and dismissal (ARD) committee report, dated _____, that has been prepared for my child/me.

YES NO *I understand and agree with the ARD committee's decision and give my permission for the educational placement that has been proposed for my child/me.

YES NO *I understand that my consent for placement is voluntary and may be revoked at any time. However, if I revoke consent after initial placement, my child's/my placement will not change unless:
(a) the school and I agree otherwise (following ARD committee procedures), OR
(b) a due process hearing resolves the dispute.

*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. Another copy of the procedural safeguards (rights) is attached to this form. Date given: _____ To: _____

NAME

*SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

*DATE

*SIGNATURE OF INTERPRETER, IF USED

*DATE

**Waco Charter School
Parent's/Guardian's ARD Meeting Input**

to be completed at the ARD meeting.

Date of ARD:

Time of ARD:

Name of Student:

Name of Parent/Guardian:

Problem as understood by parent/guardian:

Parent/guardian intervention(s) tried at home:

Effective? Yes No

Parent/guardian recommendations:

Parents Signature

1st _____
Signature Date

2nd _____
Signature Date

3rd _____
Signature Date

4th _____
Signature Date

Waco Charter School

Special Education Report Card

Name: _____

Grade: _____

Teacher: _____

Duration of Services

From: _____ **To:** 6/99

**SPEECH-LANGUAGE THERAPY
INDIVIDUAL EDUCATION PLAN (IEP)**

STUDENT ID:
NAME:
SCHOOL:
DOB:
AGE:
IEP DATE:

DRAFT DATE:
 ACCEPTED BY ARD COMMITTEE

-----DURATION OF IEP-----

From: To:

Description of Problem: exhibits a moderate articulation disorder and a moderate receptive language delay.

Long Term Goals:

1. will increase receptive and expressive vocabulary skills.
2. will improve articulation skills to an age-appropriate level.
3. will increase use of age-appropriate oral grammar in spontaneous phrases and sentences.

Initial % Final %

Long Term Goal #1:

will increase receptive and expressive vocabulary skills.

Specific Goal #1:

will point to pictures and objects, and follow commands with 90% accuracy in 3 consecutive sessions.

Subgoal #1:

will point to pictures and objects from the following categories:

- A. animals
- B. body parts
- C. school items
- D. household items
- E. toys
- F. clothing
- G. food
- H. places
- I. actions
- J. colors

Initial %

Final %

Subgoal #2:

will label a verbal description of the target words:

- A. animals
- B. body parts
- C. school items
- D. household items
- E. toys
- F. clothing
- G. food
- H. places
- I. actions
- J. colors

Subgoal #3:

will use target words in sentences:

- A. animals
- B. body parts
- C. school items
- D. household items
- E. toys
- F. clothing
- G. food
- H. places
- I. actions
- J. colors

Subgoal #4:

will use targeted words from specific vocabulary categories in free speech:

- A. animals
- B. body parts
- C. school items
- D. household items
- E. toys
- F. clothing
- G. food
- H. places
- I. actions
- J. colors

Long Term Goal #2:

will articulate age-appropriate sound/syllable phoneme in intelligible.

Initial %

Final %

Specific Goal #1:

will produce the following phonemes with 90% accuracy over 3 consecutive sessions:

Subgoal #1:

will imitate and approximate a variety of vowel and consonant sounds:

A. //

B. //

C. //

D. //

E. //

Subgoal #2:

will identify target phoneme(s):

A. //

B. //

C. //

D. //

E. //

Subgoal #3:

will discriminate between correct and incorrect production of target phoneme(s):

A. //

B. //

C. //

D. //

E. //

Subgoal #4:

will produce target phoneme(s) in isolation and syllables with model:

A. //

B. //

C. //

D. //

E. //

Initial %

Final %

Subgoal #5:

will produce target phoneme(s) in isolation and syllables without model:

A. //

B. //

C. //

D. //

E. //

Subgoal #6:

will produce target phoneme(s) in repetitive syllables using a variety of consonant-vowel patterns:

A. //

B. //

C. //

D. //

E. //

Subgoal #7:

will self-correct production of target phoneme(s) in structural contexts:

A. //

B. //

C. //

D. //

E. //

Subgoal #8:

will produce the following phoneme(s) in the initial position in words:

A. //

B. //

C. //

D. //

E. //

Initial %

Final %

Subgoal #9:

will produce the following phoneme(s) in the medial position in words:

- A. //
- B. //
- C. //
- D. //
- E. //

Subgoal #10:

will produce the following phoneme(s) in the final position in words:

- A. //
- B. //
- C. //
- D. //
- E. //

Subgoal #11:

will produce target phoneme(s) in structural phrase in all positions:

- A. //
- B. //
- C. //
- D. //
- E. //

Subgoal #12:

will produce target phoneme(s) in structural sentences:

- A. //
- B. //
- C. //
- D. //
- E. //

Initial %

Final %

Subgoal #13:

will produce target phoneme(s) in structural speaking situations:

A. //

B. //

C. //

D. //

E. //

Subgoal #14:

will produce target phoneme(s) in spontaneous speaking in therapy setting:

A. //

B. //

C. //

D. //

E. //

Subgoal #15:

will produce target phoneme(s) in spontaneous speaking in class:

A. //

B. //

C. //

D. //

E. //

Long Term Goal #3:

will increase use of age-appropriate oral grammar in spontaneous phrases and sentences.

Specific Goal #1:

will appropriately use prepositions, pronouns, 2-3 word phrases, and sentences (S-V, S-V-Obj) with 90% accuracy over 3 consecutive sessions:

Subgoal #1:

will appropriately use prepositions "in" and "on" in structural phrases and sentences.

Initial %

Final %

Subgoal #2:

will appropriately use demonstrative pronouns (this, that, those) in structural phrases and sentences.

Subgoal #3:

will appropriately use personal pronouns (me, mine, you, your, etc) in structural phrases and sentences.

Subgoal #4:

will appropriately generate 2-3 word phrases or sentences in structural speaking situations in therapy setting.

Subgoal #5:

will appropriately generate 2-3 word phrases or sentences in spontaneous speaking in classroom.

This Individual Education Plan (IEP) has been discussed and agreed upon by the child's parent (or Caregiver/Guardian) and teacher and prescription for simple specific carry-over activities into the classroom settings and home were provided.

Melody Martin, Ph.D., CCC (SP-A)
Speech Pathologist/Audiologist

**LEAST RESTRICTIVE
ENVIRONMENT
(LRE) PLACEMENT**

***SERVICE ALTERNATIVES**

*Identify the general and special education alternatives and supplementary aids and services provided, tried, or considered. Place key letter (p, t, c) in space next to all that apply:

- | | |
|--|--|
| <input type="checkbox"/> General education classroom | <input type="checkbox"/> Alternative education program |
| <input type="checkbox"/> Modifications in general education and/or curriculum, instruction testing procedures, and/or physical arrangements (including vocational education and nontraditional instructional programs) | <input type="checkbox"/> Assistive technology (e.g., communication devices, slant top table) |
| <input type="checkbox"/> Special education supplementary aids and services | <input type="checkbox"/> Resource classroom |
| <input type="checkbox"/> Title 1 Part A/Accelerated Instruction | <input type="checkbox"/> Self-contained classroom |
| <input type="checkbox"/> Tutorials/academic remediation | <input type="checkbox"/> Separate special education campus |
| <input type="checkbox"/> English as a Second Language (ESL) | <input type="checkbox"/> Nonpublic day school placement |
| <input type="checkbox"/> Bilingual classes | <input type="checkbox"/> Residential placement** |
| <input type="checkbox"/> Pre-K program | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Other: _____ |

***Results**

- Lack of academic progress
- No improvement in behavior
- Deterioration in behavior
- Inappropriate to meet student needs
- Continued academic progress
- Other _____

***If efforts not successful, provide reason(s)**

- Specialized curriculum needed
- More flexible schedule needed
- More structured environment needed
- Extreme cognitive/physical disability
- Other _____

* YES NO NA

**Parents of students who meet eligibility criteria for visual or auditory impairments or deafblindness have been given written information, within the past year, about programs offered by the Texas School for the Blind and Visually Impaired or Texas School for the Deaf, including eligibility and admissions requirements and the rights of student's related to admission.

***CONSIDERATION OF LEAST RESTRICTIVE ENVIRONMENT**

Based on ARD committee review of assessment data, new IEP goals and objectives, instructional modifications/supports necessary to implement the content of the IEP, and previous efforts/considerations, the committee recommends that this student receive all instruction and services in general education. If selected, go to the **SCHEDULE OF SERVICES** section.

OR

Based on ARD committee review of assessment data, new IEP goals and objectives, instructional modifications/supports necessary to implement the content of the IEP, and previous efforts/considerations, the committee recommends that this student receive part of or all instruction and services in a special education setting. If selected, complete either the **Removal from General Education Classroom** or the **Removal from General Education Campus** sections that follow. The **Opportunity to Participate** and **Consideration of Potential Harmful Effects** sections must also be completed.

*Removal from General Education Classroom _____ Applicable _____ Not Applicable

- Placement in the general education classroom prohibits the student from achieving the goals and objectives contained in the IEP even though supplementary aids and services are used.
- The modifications required for the student to achieve the goals and objectives in the IEP cannot be implemented in the general education classroom without eliminating essential components of the regular curriculum/activity.
- Implementing the student's behavior management plan means that other students would not benefit satisfactorily from academic instruction or nonacademic activities.
- Other: _____
- Other: _____

OR

***Removal from General Education Campus**

- Services and/or therapies in the student's IEP cannot be provided on a general education campus.
- The behavior management plan contained in the student's IEP cannot be implemented on a general education campus.
- The student's behavior is so dangerous that it cannot be controlled without intense supervision and a closed environment.
- The student had a previously unsuccessful placement on a general education campus. If selected, list instructional and related service goals and objectives and modification/support services that address returning the student to the general education campus. _____

Other: _____

***Opportunity to Participate**

*In removing this student from the general education classroom/campus, will the student have the opportunity to participate with students without disabilities in all nonacademic and extracurricular activities?

YES NO

If NO, describe the nonacademic and extracurricular activities in which the student will not have an opportunity to participate:

- | | | |
|--|---|--|
| <input type="checkbox"/> Meals | <input type="checkbox"/> Yearbook/newspaper | <input type="checkbox"/> General education routines (homeroom assignments, lockers, study hall, class changes, social) |
| <input type="checkbox"/> Field trips | <input type="checkbox"/> Recess periods | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fund raising activities | <input type="checkbox"/> Choral group/debate | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Regular transportation | <input type="checkbox"/> Assemblies | |
| <input type="checkbox"/> Sports/cheerleading | <input type="checkbox"/> Band | |
| <input type="checkbox"/> Student council | <input type="checkbox"/> Graduation exercises | |

*If any of the above items are checked, explain why this student is unable to participate:

- Nature of Disability
- Severity of Disability
- Other _____

***Consideration of Potential Harmful Effects**

*In removing this student from the general education classroom/campus, what are the potential harmful effects on the student and on the quality of services which the student needs?

- None anticipated
- Lack of opportunity for appropriate role models
- Stigmatization
- Isolation from peers
- Other: _____
- Other: _____
- Other: _____
- Decreased access to the instructional opportunities available in integrated settings
- Diminished access to full range of curriculum
- Lack of opportunity for social interaction
- Decreased student self-esteem
- Other: _____
- Other: _____

*Denotes required items

***SCHEDULE OF SERVICES**

INSTRUCTION					PROGRESS / GRADE		
Year _____ Semester _____	GEN. ED. MODIFIED		GEN. ED. TIME	SPE. ED. TIME	DETERMINED BY:		
COURSE/CURRICULUM AREA	YES	NO			GEN. ED.	SPE. ED.	JOINT
READING							
LANGUAGE ARTS/ENGLISH							
MATHMATICS							
SCIENCE							
SOCIAL STUDIES							
PHYSICAL EDUCATION							
SPEECH/LANGUAGE THERAPY							
OTHER							

RELATED SERVICES	*TIME PER WEEK
Occupational Therapy	
Physical Therapy	
Counseling	

INSTRUCTION					PROGRESS / GRADE		
Year _____ Semester _____	GEN. ED. MODIFIED		GEN. ED. TIME	SPE. ED. TIME	DETERMINED BY:		
COURSE/CURRICULUM AREA	YES	NO			GEN. ED.	SPE. ED.	JOINT
READING							
LANGUAGE ARTS/ENGLISH							
MATHMATICS							
SCIENCE							
SOCIAL STUDIES							
PHYSICAL EDUCATION							
Speech/Language Therapy							
Other							

Extended Year Services recommended:
 YES If YES, see attached
 NO ARD/IEP supplement.

Special Transportation If yes, cite justification: _____
 YES NO

***PLACEMENT DETERMINATION**

*The ARD committee determined that services will be provided at:

WACO CHARTER SCHOOL

NAME OF SCHOOL CAMPUS

NAME OF INSTRUCTIONAL ARRANGEMENT¹

*This is the campus the student would attend if not disabled. If NO, identify (list or describe) the services which cannot reasonably be provided on the student's home campus.
 YES NO

*This is the campus which is as close as possible to the student's home. If NO, justify.
 YES NO

¹Enter instructional arrangement that meets requirements listed in the *Student Attendance Accounting Handbook*.

* Denotes required items

ASSURANCES (Initial by representative of school district)

_____ *The ARD committee assures that this student is being educated with students his/her age who do not have disabilities to the maximum extent appropriate to his/her overall educational needs (including academic and developmental areas such as language and socialization).

_____ *The committee assures that all instruction and related services specified in the IEP will be provided to the student at no cost. Fees normally charged to students without disabilities or their parents as part of the general education program may be charged (i.e., art or laboratory fees).

NOTE: IF APPROPRIATE, COMPLETE ARD/IEP SUPPLEMENT: OUT-OF-DISTRICT PLACEMENT VERIFICATION (ARD SUP-OD) OR REFERRAL TO A REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF (ARD SUP-RDSPD).

* Denotes required items

7100
ARD-9

588

***SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS**

MEMBERS	SIGNATURE AND TITLE	POSITION	AGREE	DISAGREE
		Parent(s)/Adult Student ¹		
		Administrator		
		General Education Teacher		
		Special Education Teacher		
		Assessment ²		
OTHER PARTICIPANTS				
		Representative of LPAC ³		
		Vocational		
		Interpreter, if used		

My signature indicates that I was present at the ARD meeting, participated in the discussion, and understand what was discussed.

The committee mutually agreed to implement the services reflected in these proceedings.

OR

The members of this ARD committee have not reached mutual agreement. The school has offered and the parent has agreed to a recess of not more than 10 school days. During the recess the members shall consider alternatives, gather additional data, and/or obtain additional resource persons to enable them to reach mutual agreement. This recess does not apply if the student presents a danger of physical harm to himself or herself or others, or if the student has committed an expellable offense. The committee will reconvene on _____ at _____.

DATE

PLACE AND TIME

Information explaining why mutual agreement has not been reached may be attached.

*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. Another copy of the procedural safeguards (rights) is attached to this form. Date given: _____ To: _____

Parent given/sent copy of ARD/IEP report Yes No Dated _____

Parent given/sent copy of CIA Yes No Dated _____

Parent/Student notified of rights at age 18 Yes Not applicable

Not Applicable, no new assessment reviewed

¹Parental consent for initial placement is required before services begin.

²Assessment personnel are required when assessment issues are included in the ARD committee's deliberations.

³LPAC representative is required at ARD of any student who is limited English proficient.

⁴Include documentation concerning the reconvened ARD committee meeting.

*Denotes required items

TRANSITIONAL PLANNING

- Designed, implemented and managed the AIM Program for youth with dual diagnoses
- Duties:** Supervised implementation of the treatment program, conducted psychological evaluations, individual, group and family psychotherapy, suicidal intervention, staff training and treatment planning
- Austin State Hospital** (A state hospital for the mentally ill) (September 1, 1993 - August 31, 1994) (Adolescence and Adults)
- Position:** Psychology Intern
- Duties:** Initial psychological assessments, psychological evaluations, individual family and group psychotherapy, consultant to mental health workers, treatment team coordinator, neuropsychological testing and play therapy
- The Methodist Home, Waco, TX.** (A residential treatment center for **children and adolescents** aged 5 to 18) (July 1, 1992 - June 30, 1993) (20 hours a week)
- Position:** Psychology Trainee (practicum)
- Duties:** Psychological assessment, individual and play psychotherapy, planning, crisis intervention, consultant to teachers and family therapy
- Mental Health-Mental Retardation (MHMR), Waco, TX.** (A Mental Health-Mental Retardation Treatment Center) (July 1, 1991 - June 3, 1992) (ages 12 - 35) (20 hours a week)
- Position:** Psychology Trainee (Practicum)
- Duties:** Crisis intervention, screening for eligibility of services, intake diagnostic summaries, individual psychotherapy, group therapy, testing and assessing job applicants for the sheriff's department and treatment planning
- Head Start, Waco, TX.** (**Preschool** for the low SES. **children**) (July 1, 1990 - June 1, 1991) (20 hours a week)
- Position:** Psychology Trainee (Practicum)
- Duties:** Parent counseling, play psychotherapy, teacher consultant and assessment for mental health services
- Waco Center for Youth, Waco, TX.** (A residential treatment for the emotional disturbed children) (March 1, 1985 - August 6, 1987)
- Position:** Counselor/supervisor
- Duties:** Counseling, treatment planning and supervising staff
- Mexia State School, Mexia, TX.** (A Mental Health-Mental Retardation Residential Treatment Center) (January 1, 1982 - February 28, 1985)
- Position:** Trainer
- Duties:** Training self management skills

TEXAS STATE BOARD OF EXAMINERS
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LICENSED PSYCHOLOGIST

MERCY CENTER PSYD

2-5456


04/30/2000

LICENSE NUMBER

EXPIRATION DATE

(NOT A LICENSE FOR IDENTIFICATION ONLY)


TEXAS STATE BOARD OF EXAMINERS
OF PSYCHOLOGISTS
IDENTIFICATION CARD



LICENSED SPECIALIST SCHOOL PSYCH
MERCY CHEEK, Psy.D.

6441 04/30/1999
CERTIFICATE / LICENSE NUMBER EXPIRATION DATE
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TEXAS STATE BOARD OF EXAMINERS
OF PSYCHOLOGISTS
IDENTIFICATION CARD



LICENSED PSYCHOLOGIST
MERCY CHEEK, Psy.D.

25456 04/30/1999
CERTIFICATE / LICENSE NUMBER EXPIRATION DATE
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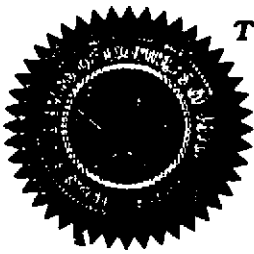


The Texas State Board of Examiners of Psychologists

Be it known that

Mercy Chieza, Psy.D. is hereby licensed

to practice Psychology in the State of Texas under and pursuant to the provisions of the Psychologists' Certification and Licensing Act, Defining and Regulating the Practice of Psychology.
This license is granted upon satisfactory proof of qualifications.



Given under the hand and seal of the
Texas State Board of Examiners of Psychologists
this 15th day March 1996

Robert Kutt
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Lorain E Breckemich-Stevens
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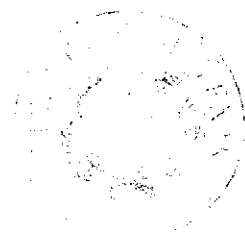
TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ANNUAL RENEWAL PERMIT

LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY

THIS DOCUMENT
IS DULY ISSUED
UNDER THE LAWS
OF THE
STATE OF TEXAS

MERCY CHIEZA PSYD
3708 WEST WACO DRIVE SUITE 5
WACO, TX 76710



6441

04/30/2001

LICENSE NO.

EXPIRATION DATE

MUST BE DISPLAYED WITH LICENSE IN A CONSPICUOUS PLACE

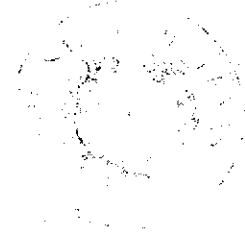
TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ANNUAL RENEWAL PERMIT

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MERCY CHIEZA PSYD
3708 WEST WACO DRIVE SUITE 5
WACO, TX 76710



2-5456

04/30/2001

LICENSE NO.

EXPIRATION DATE

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Waco Charter School and Chieza Psychological Services Professional Service Agreement

The WACO CHARTER SCHOOL, hereafter referred to as "WCS" and Chieza Psychological Services Team, that will consist of a Licensed Psychologist, Dr. Mercy Chieza, Mental Health Consultant/Clinical Supervisor and two Doctoral level students have agreed to cooperate in providing services for children and their parents, such children being enrolled at the WCS. Services to be rendered will occur in McLennan County for the State of Texas, beginning August 2000 and ending June 2001.

I. The Guarantee will:

- A. Provide a pool of possible children/clients for psychological services as determined by diagnostic and observational procedures together with teacher's referrals.
- B. Provide needed office and consultative space along with appropriate supplies and services.
- C. Provide a play therapy room setting for working with children with special needs in small groups or individually.
- D. Make monthly payments to two doctoral students of \$900. a month for eleven months beginning August 2000 and ending June 2001. **Note:** Due to paperwork requirements students will work during the month of June 2001 even though school will be out in May. It will be beneficial for the students and does not cost the Charter School any extra dollars to spread their payment throughout eleven months at \$900 a month instead of being paid for ten months at \$1000 a month.
- E. Pay Dr. Chieza four hours a week at \$100 an hour for supervision during the period the students are providing the services. Each student is required to have two hours of supervision each week. **Note:** Dr. Chieza will only be providing one on one supervision to the students and will not provide any type of on site services.

- F. Provide relevant social service and developmental data on children serviced under this contract.
- G. Work cooperatively with the Mental Health Team to insure maximum service functions

Under this agreement the Mental Health team agrees to:

- A. Work cooperatively with the WCS coordinating all activities with appropriate personnel.
- B. Submit vitae for each of the persons working under this contract indicating adequate training for the psychological services rendered.

This was the first contract without Ed. See addendum copy provided for final agreement on my contract.

- C. Doctoral level students will provide twenty hours each of service per week. These hours will include (2) hours each of clinical supervision.
- D. Dr. Chieza will provide four hours of supervision to the Doctoral students.
- E. Submit any requested reports or documentation.

SERVICES PROVIDED

- III. It has been agreed that the Mental Health Team will provide services in the areas listed below.
 - A. Direct service delivery to individual children, parents, and teachers, including psychological evaluations.
 - B. Training parents in:
 - Parent-child interactions
 - Child Care
 - Parent Participation in WCS programs
 - C. Consultation and training teachers emphasizing behavior modification programs.
 - D. Documentation and report writing-program administration.
 - E. Provide technical assistance to social services staff in providing services to families upon request.

NOTE: These services do not include Special Education procedures and paperwork.

This agreement can be modified at any time to meet the WCS Mental Health needs.

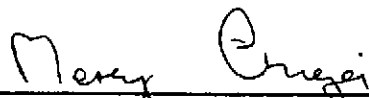
This contract Agreement is executed between the Waco Charter School and the parties indicated below.



 Director of the Waco Charter School

5.1.00

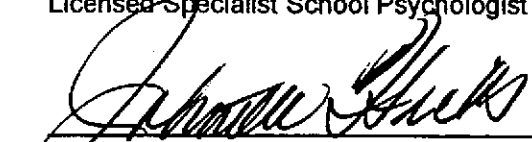
 Date



 Mercy Chieza, PsyD
 Licensed Clinical Psychologist
 Licensed Specialist School Psychologist

05/03/00

 Date



 Johnette Hicks
 EOAC-Executive Director

5/1/00

 Date

**EOAC Waco Charter School and Chieza Psychological Services
Professional Service Agreement**

Addendum to the 2000/2001 Service Agreement

The previous contract alludes to Mental Health Services only. This addendum includes Special Education Services.

In addition to Mental Health Services Dr. Chieza will also provide all Special Education Services. Weekly hours will be increased to 10 hours a week - The EOAC Waco Charter School will pay Dr. Chieza at the rate of \$100 an hour for ten hours a week. Consequently the payment is calculated to be \$4,000.00 a month for a four week month and \$5,000.00 a month for a five week month. However, a basic amount of \$4,000.00 a month payable through out the twelve months with services beginning July 1, 2000 ending June 30, 2001 is agreed upon. Services provided beyond the 10 hours a week include ARD paper work, crisis management, consultation, ARD meetings.

Director of the Waco Charter School

5.1.01

Date

Mercy Chieza, Psy.D.
Licensed Clinical Psychologist
Licensed Specialist School Psychologist

5/31/00

Date

Johnette Hicks
EOAC-Executive Director

5/1/00

Date

Ginda

To: Johnette Hicks

MAR 22 2000

From: Laura

RE: Mental Health Services for the 2000-2001 Academic Year

Date: Wednesday, March 22, 2000

Attached you will find the memo I received from Dr. Chieza regarding your questions surrounding what her hourly rate and number of hours would be.

If you have any questions, please let me know.

*J.H. - Dr. Chieza
3 hrs
@ \$100/hr. - Dr. C
Plus interest*

MAR 23 2000

Mercy Chieza, Psy.D., Licensed Psychologist - #25456
3708 West Waco Drive, Suite 5, Waco, Texas 76710
Phone: 254 752-1223 Fax: 254 752-7512

To: Ms. Laura Middleton
From: Mercy Chieza, Psy.D
Re: Mental Health Services for 2000-2001 Academic Year
Date: Thursday, March 16, 2000

In response to Ms. Hicks comments made on the memo dated March 2, 2000, with reference to determining my hours for next year, I present the following: There are two separate roles to be considered:

- 1) The mental health team role that includes assessment, testing, treatment, behavior programs and consultant to teachers and training.
- 2) The Special Education Services role including ARD process and meetings.

It is not feasible for me to supervise Mental Health and provide special education services for the school in less than 15 hours a week. Consequently, if the hours are reduced with responsibilities remaining the same, I will not be able to provide all services for the Waco Charter School next year. For fewer hours I can supervise Baylor students for mental health services only. The Waco Charter School will then have to hire a diagnostician for Special Education Services.

Rates for the Mental Health Service role only:

- 1) Two Baylor students providing 20 hours each week at the rate of \$12.00 an hour. (\$1000 per month) *for 10 months / per student*
- 2) My rate is \$100 an hour. I can provide 4 hours of supervision only or 4 hours of supervision and 4 hours (on the ^{side}) total hour is 8 hours a week.

After considering the above changes, if you are still interested in using Baylor students for next year please let me know as soon as possible since the Psy.D program is already in the process of assigning students to different agencies for the year 2000-2001.



Melody Martin Ph.D., CCC (A-SP)
Audiologist/Speech Pathologist

Fellow, American Academy of Audiology
Fellow, Academy of Dispensing Audiologists
Founder/Director, Martin Audiology Associates
Founder/Director, Martin Mobile Medical Testing

Martin Audiology Associates began in 1993 as a solo private practice and has evolved into a group practice to include two audiologists, two speech pathologists, a certified hearing instrument specialist, and a certified occupational hearing conservationist with two full time offices in Waco and Temple. Martin Audiology Associates also serves as a clinical rotation for Baylor speech pathology interns. The scope of practice includes audiological testing, aural rehabilitation, hearing instrument fitting and dispensing, speech therapy services for private patients and area agencies including Head Start, Waco Charter School, MHMR, WISD, MISD, and various preschools and private schools. Martin Audiology Associates was the first and remains the largest independent audiology/speech pathology clinic in central Texas.

Martin Mobile Medical Testing For Industry is a subsidiary of Martin Audiology Associates and provides mobile medical testing, primarily hearing and pulmonary, to industry for OSHA compliance. Currently, Martin Mobile Medical Testing has approximately 90 industrial clients along the I-35 corridor to provide a menu of mobile medical services.

Organizations:

Professional Affiliations: Member of the American Speech, Language, and Hearing Association, member of the Texas Speech and Hearing Association, fellow of the American Academy of Audiology, fellow of the Academy of Dispensing Audiologists, certified course director of the Council of Accreditation of Occupational Hearing Conservationists.

Community Associations/Involvement: Member of the Texas Association of Business and Chamber of Commerce; served on EOAC Head Start Policy Council for 3 years; currently on Waco Charter School Advisory Board; currently on Head Start Health Advisory Board; participant in numerous health fairs and guest speaker for senior citizen centers, area nursing homes, AARP, Senior Kiwanis, and the Providence Wellness Club; Corporate sponsor Lake Air Little League (4 years); Corporate sponsor Boys Club (2 years); Corporate sponsor Baylor University Athletics (3 years); Contributor Waco Symphony (4 years); Member Waco Foundation; Member Waco Historic Foundation; Life member Baylor Alumni Association; Former President of Waco Christian School Booster Club (2 years); Former President of Dean Highland Elementary PTA; former Sunday school teacher at Seventh & James Baptist Church (4 years).

096904

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CERTIFIES THAT



THE STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
CERTIFIES THAT

Melody Suzanne Martin, Ph.D.
IS HEREBY AUTHORIZED AND LICENSED TO PRACTICE

Melody Suzanne Martin, Ph.D.
IS HEREBY AUTHORIZED AND LICENSED TO PRACTICE

Speech-Language Pathology

Speech-Language Pathology

IN THE STATE OF TEXAS, WITHIN THE PURVIEW OF
ARTICLE 4512J, TEXAS CIVIL STATUTES, SO LONG AS
THE LICENSE IS NOT REVOKED AND IS RENEWED
ACCORDING TO LAW.

IN THE STATE OF TEXAS, WITHIN THE PURVIEW OF
ARTICLE 4512J, TEXAS CIVIL STATUTES, SO LONG AS
THE LICENSE IS NOT REVOKED AND IS RENEWED
ACCORDING TO LAW.

LICENSE NUMBER 10287

LICENSE NUMBER 10287

EFFECTIVE DATE 07/16/1984

EFFECTIVE DATE 07/16/1984

EXPIRATION DATE 03/31/2001

EXPIRATION DATE 03/31/2001

Dorothy Cawthon
EXECUTIVE SECRETARY

Dorothy Cawthon
EXECUTIVE SECRETARY

81156

81156

THE STATE BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
1100 WEST 49th STREET
AUSTIN, TEXAS 78756-3183

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CERTIFIES THAT



THE STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
CERTIFIES THAT

Melody Suzanne Martin, Ph.D.
IS HEREBY AUTHORIZED AND LICENSED TO PRACTICE

Melody Suzanne Martin, Ph.D.
IS HEREBY AUTHORIZED AND LICENSED TO PRACTICE

Audiology

Audiology

IN THE STATE OF TEXAS, WITHIN THE PURVIEW OF
ARTICLE 4512J, TEXAS CIVIL STATUTES, SO LONG AS
THE LICENSE IS NOT REVOKED AND IS RENEWED
ACCORDING TO LAW.

IN THE STATE OF TEXAS, WITHIN THE PURVIEW OF
ARTICLE 4512J, TEXAS CIVIL STATUTES, SO LONG AS
THE LICENSE IS NOT REVOKED AND IS RENEWED
ACCORDING TO LAW.

LICENSE NUMBER 50259

LICENSE NUMBER 50259

EFFECTIVE DATE 08/24/1984

EFFECTIVE DATE 08/24/1984

EXPIRATION DATE 03/31/2001

EXPIRATION DATE 03/31/2001

Dorothy Cawthon
EXECUTIVE SECRETARY

Dorothy Cawthon
EXECUTIVE SECRETARY

74397

74397

WACO CHARTER SCHOOL AND MARTIN AUDIOLOGY ASSOCIATES CONTRACTUAL AGREEMENT

The Waco Charter School proposes the following agreement in providing professional/diagnostic services and consultation for possible disabled children enrolled at the School.

1. Waco Charter School agrees to:

- A. Make referrals of children for screening, evaluation, and/or therapy who need speech/audiological services.
- B. Provide parental consent and release of information forms for children to be screened, evaluated or treated.
- C. Provide an area for treatment, storage of forms, charts, and therapy materials, and clerical supplies for completion of paperwork.

II. Martin Audiology Associates will:

- A. Provide personnel to serve the Waco Charter School children through screenings, assessment, therapy and will provide consultation in person, by phone or written instruction, relevant to the needs of the children to the staff.

Personnel may include a certified speech pathologist/audiologist, consultant audiologist, a speech pathologist intern with a Master degree working on certification (Clinical Fellow intern, or CFY), and graduate school intern(s) working on their Master's degree.

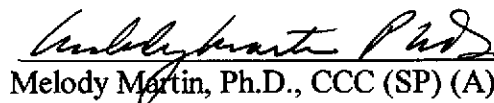
- B. Conduct speech/hearing/vision screenings/consultation at an hourly rate of \$35.00 for the children enrolled.
- C. Provide speech/language and hearing evaluations based on the results of screening and referrals by the Waco Charter School at a rate of \$35.00 per child. Evaluations will include all necessary special education paperwork, including conducting ARD meetings so that treatment (if indicated) may begin, and work closely with the special education director. Special education paperwork will be given to the special education director for review.

- D. Conduct speech/language therapy sessions (individual/group) at a rate of \$35.00 per session.
- E. Serve as the chairperson of the LPAC committee, schedule committee meetings to review the status of children in the ESL and/or the bilingual program. Participation will be provided on an in-kind basis.
- F. Assist the teachers and staff of the Waco Charter School in the execution of the speech/hearing/vision and LPAC programs to comply with special education guidelines. Provide inservice training when needed.
- G. Work with the Waco Charter School Director to may sure the children are best served at the most reasonable rate and provide budgetary input.

This agreement will replace the agreement of September, 1996, and will self renew automatically. This agreement may be renegotiated or terminated at any time with 30 days notice by either party.



Lorita Manning, Director
Waco Charter School



Melody Martin, Ph.D., CCC (SP) (A), Director
Martin Audiology Associates

**MARTIN AUDIOLOGY ASSOCIATES**

Melody Martin, Ph. D., CCC/SP-A
Curis Martin, M. A., HIS
Gus Casas, M. S., CCC/A

Facsimile Cover Sheet

To: EOAC
Attention: Terry/Lorita
Fax #: 754-0046
From: Stephanie @ Martin Audiology Associates
Date: 01/10/01

Confidentiality Notice

This facsimile transmission may contain confidential information belonging to Martin Audiology Associates. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on this information is strictly prohibited. If you have received this transmission in error, please immediately notify us by telephone to arrange for the return of the documents.

Subject: I spoke with Johnette as to the date of this contract, she said that it was fine. Melody said that she had given Mrs. Manning a new one, so if there is any difference discard the oldest one.

Remarks: If you have any questions please feel free to call me at 254-772-7255.

Thanks for all you do!!

Stephanie Lambright

Total number of pages 3 including this cover page.

4716 W. Waco Dr. • Waco, Texas • 76710
(254) 772-7253 • Fax (254) 772-4981
(800) Hear-009

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(254) 791-3100 • Fax (254) 742-1518
(888) 621-Hear

**MARTIN AUDIOLOGY ASSOCIATES***Melody Martin, Ph.D.
Health Services**M.S., CCC, Audiology/Speech Pathology***WACO CHARTER SCHOOL AND MARTIN AUDIOLOGY ASSOCIATES
Contractual Agreement**

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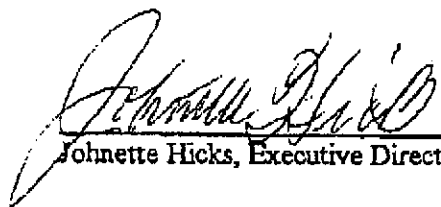
II. Martin Audiology Associates will:

- A. Provide personnel to serve the Waco Charter School children through screenings, assessment, therapy and will provide consultation in person, by phone or written instruction, relevant to the needs of the children to the staff.
- B. Conduct speech and hearing screening at an hourly rate of \$35.00 for the children enrolled.
- C. Provide speech and hearing evaluations based on results of screening and referrals by Waco Charter School at a rate of \$35.00 per child. Results of the evaluation will be forwarded promptly. The evaluation will include any recommendations to be used in the classroom and/or home where appropriate.


Page 2
Contractual Agreement

D. Provide speech therapy sessions (individual/group) at a rate of \$35.00 per session.

This agreement will be in effect beginning September, 1996 and will self renew automatically. This agreement may be renegotiated by all parties involved. This agreement may be terminated at any time with 30 days written notice.



Johnette Hicks, Executive Director, EOAC


Melody Maria, PhD CCC (SP) (A), Director
Martin Audiology Associates

SERVICES TO EXPELLED STUDENTS

Waco Charter School

POLICY

The special education programs in the Waco Charter School operate under local district board policies and Waco Charter Management Board Policies. This operational guidelines manual is to clarify and support local district policy, State Board of Education and Commissioner's Rules for Special Education Services, and 34 Code of Federal Regulations (Individuals with Disabilities Education Act) IDEA - Part 300. The local school districts' Board approved policy manual may be found in the office of the superintendent for each member district, the administrative office of the school, and in the special education office. The following list include the most frequently referenced policy sections which relate to special education services.

SCHOOL BOARD POLICY

19 TAC §89.1050(f)

19 TAC §89.1050(f)

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws. (34 CFR §300.520 - .529(relating to Discipline Procedures), TEC Chapter 37, Subchapter A(Alternative Settings for Behavior Management)

I. Procedural Safeguards

All procedural safeguards, including required notice and consents, will be followed throughout the process of disciplinary action for students with disabilities.

II. Change in Placement Totaling 10 School Days

The ARD Committee meeting will be held prior to a disciplinary change in placement totaling more than 10 school days - expulsions, removal to alternative education programs, or suspensions (totaling more than 10 days).

III. ARD Action Required

A. The ARD committee will:

1. develop a functional behavioral assessment and appropriate behavioral interventions to address the behavior (see CIA section for functional behavioral assessment).
2. develop, review and modify the Behavior Intervention Plan (BIP), as necessary, if a behavior plan was in place:
 - a. administrative staff in each building will have a copy of the BIP for student's on their campus who have a BIP developed by the ARD
 - b. follow provisions of the current BIP until the ARD committee reviews and determines any necessary changes (ex. BIP may include no detentions, ISS, etc. if specified in the BIP these are not to be used)
3. conduct a manifestation determination review:
 - a. immediately if possible and the parents waive the 5 day notice, but not later than 10 school days after the date of the disciplinary action which proposes to change the student's placement for more than 10 school days.
 - b. if drug/weapon offense has occurred,
 - c. if a hearing officer's approval is sought for interim placement of a dangerous student
4. the manifestation review will consider:
 - a. evaluation and diagnostic results or other relevant information supplied by the parents of the student,
 - b. observations of the student, and
 - c. the student's IEP and placement.
5. the manifestation review will determine:
 - a. in relationship to the behavior subject to disciplinary action, whether or not the student's IEP and placement were appropriate and the special education services, supplementary aides and services, and behavior intervention strategies provided were consistent with the student's IEP,
 - b. whether or not, the student's disability impaired the ability of the student to

TRANSPORTATION

INTERAGENCY COOPERATIVE AGREEMENT

BETWEEN

EOAC HEAD START

AND

WACO CHARTER SCHOOL

This Agreement is between EOAC Head Start and EOAC Waco Charter School for a period of August 14, 2000 to June 8, 2001.

I. Program Description

School: Waco Charter School
Address: 627 North 25th Street
Contact: Lorita Manning
Phone: (254) 754-8169
Fax: (254) 754-7389
E-Mail

Program: EOAC Head Start
500 Franklin Avenue
Debora A. Jones
(254) 753-0331
(254) 753-8223

II. Purpose Statement

The purpose of this Agreement is to establish procedures between EOAC Head and the Waco Charter School in the provision of transportation services to children with disabilities enrolled at the Waco Charter School.

III. Program Mandates

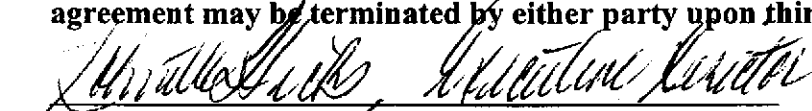
Responsibility of Waco Charter School:

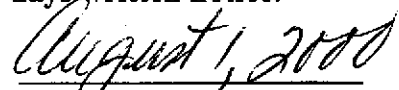
1. Coordinate transportation service with assigned Head Start staff.
2. Provide training to parent and child on safety procedures for transportation.
3. Ensure that child is accompanied by parent or other responsible adult.
4. Provide parent authorization to transport with appropriate emergency authorization.
5. Notify Head Start designee if child is unable to use regular transportation service to ensure special transportation is provided.
6. Submit upon invoice, monthly payment of 28 cents per mile for transportation service.
7. Notify Head Start at least one hour prior to scheduled pick-up if transportation is not necessary.
8. Maintain appropriate records of transportation services provided by Head Start.

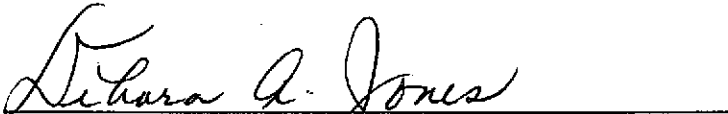
Responsibility of Head Start

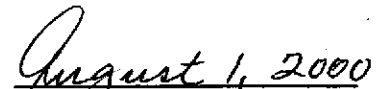
1. Work collaboratively with Charter School designee to develop transportation schedule.
2. Assist with training to parents and children on safety procedures and transportation requirements.
3. Ensure that child is accompanied by parent or other responsible adult before transport.
4. Ensure that parent authorization and emergency medical information is available and accompanies child for each trip.
5. Notify Charter School designee of concerns with transportation.
6. Invoice Charter School at 28 cents per mile for transportation to and from provider services.
7. Notify Charter School at least one hour prior to scheduled pick-up if transportation cannot be provided.
8. Maintain appropriate records of transportation services provided.
9. Make every effort to place special needs children in regular transportation service.

This Interagency Agreement will be reviewed and revised by the Head Start Director and the Waco Charter School Director on an as needed basis or at least once annually. This agreement may be terminated by either party upon thirty (30) days written notice.


Name/Title


Date


Name/Title

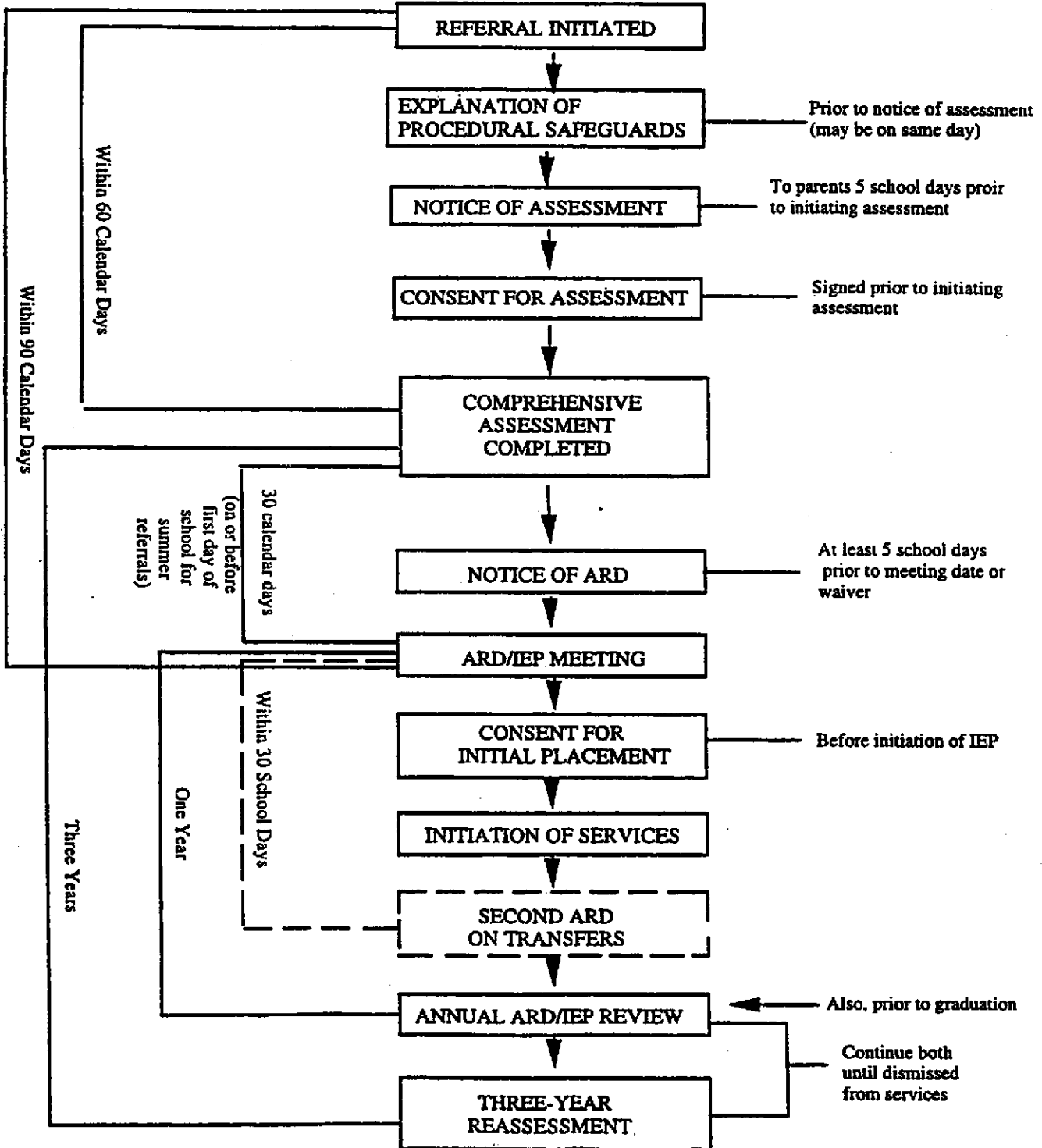

Date

**CHARTER SCHOOL
SERVES
KINDERGARTEN**

Attachment C: TIME LINES FOR CHILD-CENTERED EDUCATIONAL PROCESS

See: S11: Notices, S12, Consents, S13: Assessments, S15: ARD/IEP

Note: Early Childhood Intervention (ECI) transitioning requires a meeting be held 120 days prior to the child's third birthday



WACO CHARTER SCHOOL

TRANSITION PLAN

Transition Statement:

Transition will be used as a process of change within or between services that involves children, families, other schools and service providers. The transition process will fulfill the following four goals: (a) ensure continuity of services; (b) minimize disruption of the family system; (c) promote child functioning in the natural environment or the least restrictive environment and (d) involve planning, preparation, implementation, and evaluation within and between schools and family. Transition will occur when there is a change in location or type of services, personnel, philosophy, regulations, or funding sources.

In accordance with the Individuals with Disabilities Education Act (IDEA), the Waco Charter School will work collaboratively to provide students with disabilities a free appropriate public education.

Transition Planning

Goal: To ensure the provision of transition services to families with children entering the Waco Charter School.

The proposed meetings for planning and implementation are described below:

1. Administrators or designee of the Independent School district or Private School Early Childhood Education Programs and the Waco Charter School Director or designee will meet in February of each year.

This will be the initial contact meeting with other schools to exchange ideas about the feasibility of the plan and to determine school contact persons.

2. School Districts, Private Schools, Early Childhood Programs and Waco Charter School contact persons will meet in March of each year.

The purpose of this meeting is to establish procedures for the following transition activities:

- a. Transfer of children's records (with parent consent)
- b. Schedule initial meeting of student and parent (parent choice for child)
- c. Establish lines of communication

3. Charter School Director and Education Staff will meet in February.

The purpose of this meeting will be to discuss the development and implementation of transition activities for the new year.

Additional Collaborative Activities

A collaborative approach to transition will be made to benefit children and their families, and public, private and other charter schools. Those schools who wish to take advantage of this opportunity will be informed of the following additional collaborative activities:

1. Pre-registration
2. Oral Language Assessment
3. ARD documentation on services for children with disabilities.

Transition activities will be carefully planned to avoid expensive duplication of services, reduce time lapse between assessment and services, provide training opportunities, interagency communication, encourage parent involvement, and provide positive mutual support systems for students and families entering the Waco Charter School.

Children With Disabilities

Transition into and out of the Waco Charter School

Procedures

1. Transition Activity - Into Waco Charter School
 - a. Complete a full and individual initial evaluation, in accordance with section 614 (b) (IDEA) before the initial provision of special education and related services to a student with a disability is provided.

The initial evaluation will consist of procedures to determine whether a child is a child with a disability and to determine the educational needs of the child.

2. Obtain an informed consent from the parent of the child before the evaluation is conducted. Parental consent for evaluation will not be construed as consent for placement for receipt of special education and related services.

If the parent of the child refuse consent for the evaluation, the Waco Charter School will continue to pursue an evaluation by utilizing the mediation and due process procedures under section 615 of IDEA, except to the extent inconsistent with State law relating to parental consent.

3. Action Steps

- a. Involve student and parent in the development of the transition plan, that will become a part of the student's IEP.
- b. Identify the strengths of the student and the concerns of the parents for enhancing the education the education of their child and provide the results of the initial evaluation or most recent evaluation of the child.
- c. In a case of a child with limited English proficiency, consider the language needs of the child as such needs relate to the child's IEP.
- d. In the case of a child who is blind or visually impaired, provide instruction in Braille and the use of Braille unless the IEP Team determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media, that instruction in Braille or the use of Braille is not appropriate for the child.
- e. Consider the communication needs of the child and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode.
- f. Consider whether the child requires assistive technology devices and services.
- g. Reconvene the IEP Team to identify alternative strategies to meet the transition objectives for the child set out in the program.

4. Transition Activities - Other Placement After Waco Charter School

- a. The Charter School Director or designee in collaboration with student's parent will help to identify appropriate future setting, such as community rehabilitation program, public school, or other charter school in the service delivery area;
- b. Provide information and training to parents regarding options for their child's future setting;

- c. Assist family in preparing the student for changes in service delivery including steps to help the student adjust to, and function in, a new setting; and
- d. With parental consent, provide information about the student (evaluation and assessment reports, IEP, etc.) And notify appropriate LEA, or other service provider.

The Waco Charter School will comply with any additional requirements of IDEA as identified to ensure that special educational needs of children are fully met.

CERTIFIED



State Board for Educator Certification

September 12, 2000

EOAC Waco Charter School
Lorita G. Manning, Director
615 North 25th Street
Waco, TX 76707


RE: Charlotte Hill
SSN: [REDACTED]

Dear Ms. Manning,

This letter is written in response to your request for information regarding Charlotte Hill's application for Generic Special Education certification. Records in our office indicate that Ms. Hill's application and \$150 fee was received in our office on January 6, 1999. On March 9, 1999, a letter was sent to Ms. Hill requesting verification of one year of teaching experience in a Special Education assignment in a public school or accredited private school. We received a letter from Laura Middleton, School Director on June 13, 2000. Ms. Hill's Provisional Generic Special Education certificate (Grades PK-12) was issued on July 24, 2000.

If you should require further information, please contact me at (512) 469-3001.

Sincerely,


Jeannie Tomasek
Certification Specialist

1001 Trinity - Austin, Texas 78701-2603

Tel: 512/469-3000 - Fax - Executive Office: 512/469-3002

Fax - Assessment Office: 512/469-3018 - Fax - Certification Office: 512/469-3016 - Fax - Legal Office: 512/469-3076

Support Center Toll Free: 1-888-863-5880 - Web Site: <http://www.sbec.state.tx.us>

file

EOAC Waco Charter School

603 ...
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...
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August 1, 2000

*Pamela Tackett
Executive Director
State Board for Educator Certification
1001 Trinity
Austin, TX 78701-2603*

Dear Ms. Tackett:

In response to my telephone call to your office on July 20, 2000, I am writing to confirm the content of our dialogue. In my preparation for employee annual evaluations I discovered that Ms. Charlotte Louise Hill ([redacted]) had taken and passed with a score of 73 the ExCET for Generic Special Education; however, I did not find a certificate confirming her certification. I verbally questioned Ms. Hill about the matter and followed with a letter requesting verification of her eligibility as Special Education Teacher of Record for ARD's at our school, a position she has actively served in for the three years since taking and passing the exam in February of 1997, but without the State-required signed certification validation being on file. Ms. Hill responded with the attached letter and documentation.

As the school's special education records and ARD's must be verified by a certified special education teacher, I called your office to confirm as to whether or not Ms. Hill is certified. Your office responded that her records had been in your office since January 1999, but without proper documentation from the teacher.

Your office confirmed that you would, as of the date of my call, certify Ms. Hill based upon my statement that she had served the past three years at the EOAC Waco Charter School. You also noted that you would write a letter verifying our conversation and the circumstances around this matter as our school is subject to an administrative audit this school year. As the school's new director

I am concerned that prior verification of special education documentation may not pass the audit due to Ms. Hill's not having completed the necessary protocol for her certification.

Thank you in advance for your thorough and professional handling of this matter. I anticipate your letter of confirmation as to the disposition of this subject.

Sincerely,

*Lorita G. Manning
Director*

Enclosure

*cc: Johnette Hicks, Executive Director EOAC
Marsha Dowdle, Controller EOAC
Linda Schlottmann, Business Manager Waco Charter School*

Date: July 20, 2000

To: Mrs. Charlotte Hill

From: Lorita Manning

Re: Special Education Certification

This letter serves to confirm our many phone calls and conversations. Please remember that I am in need of your verification of Special Education Certification. I cannot complete your evaluation and step change information without this. Please have the information by Wednesday, July 26, 2000.

Sincerely

**Lorita Manning
Director**

cc: Johnette Hicks

TO: Lorita Manning
FROM: Charlotte Hill
RE: Verification of Special Education Certification
DATE: July 20, 2000

In response to your one request for verification of my Special Education certification, I am attaching a copy of my ExCet test results for Special Education and Elementary Education. All of this information was given to the previous director, Laura Middleton, in January, 1999, to complete the process for my certification. My application, a check from EOAC for \$150.00, and my test results were sent to SBEC. In March, 1999, I received a letter from SBEC (copy enclosed), which I also brought to Mrs. Middleton.

After approximately one year of waiting, and after finding out that Mrs. Middleton would not be returning to the Waco Charter School, I requested that she check the progress of my certification. She assured that me that she would, and on May 31, 2000, she wrote a letter to SBEC stating that I had worked with special education students (copy enclosed). The letter was mailed on June 2, 2000.

On Thursday, July 13, 2000, Natalie called me at home and said that you wanted me to call either Region 12 or TEA to check the progress on my certification because they wouldn't give you any information because of the Privacy Act. On Friday, July 14, 2000, I called SBEC, and was told that the information Mrs. Middleton sent was received on June 13, 2000, and that it was being processed. I then asked how long the process would take and was told that I could call back in a few weeks. On Monday, July 17, 2000, I came to the school and told you what I had been told by SBEC. You then expressed that you needed this verification before August 4, 2000, in order to complete your paperwork for the next school year.

I then called Terry McDaniels to request a copy of everything in my personnel file. I picked up the copies and looked to see if my teacher service record had been signed off on for all the years I have been employed by the Waco Charter School, and of course it had not.

On Wednesday, July 19, 2000, I placed another call to the SBEC, and was told that the information received was insufficient for me to obtain Special Education certification. I was also told that a teacher service record, properly signed off on, or a more detailed letter stating that I had been following IEP's for Special Education students for at least one year would be sufficient. I was also told that after October 20, I would not have to meet the experience requirement and my certification would be complete.

While I can understand your need for this information, I feel that I have done everything that I can do to uphold my part of this process.

If you have any questions, please feel free to contact me.

Charlotte Hill
Charlotte Hill

628

cc Johnette Hicks



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(817) 753-0331 Fax (817) 754-0046

REV. ERIC H. HOOKER
PRESIDENT

ORTENCIA CORONADO
1ST VICE PRESIDENT

DR. NANCY HARRISON
2ND VICE PRESIDENT

PATTI MCLAUGHLIN
SECRETARY

TERETHA JACKSON
TREASURER

JOHNETTE HICKS
EXECUTIVE DIRECTOR

May 31, 2000

Pamela Tackett
Executive Director
State Board for Educator Certification
1001 Trinity
Austin, Texas 78701-2603

Dear Ms. Tackett:

I am writing this letter in response to correspondence sent on March 9, 1999 (copy enclosed), regarding Special Education Certification for Charlotte Louise Hill. An application was sent shortly after the receipt of this letter. However, we have never received any additional information regarding Ms. Hill's certification.

I am sending the documentation necessary for Ms. Hill to receive her Special Education Certification.

If you have any additional questions or concerns, please contact Ms. Hill for Lorita Manning, the school's director.

Respectfully,

Laura Ferguson-Middleton
School Director



State Board for Educator Certification

Pamela B. Tackett, Executive Director

CRT

CHARLOTTE LOUISE HILL
2200 REY DRIVE
WACO, TX 76712

March 9, 1999

SSN: [REDACTED]

We wish to acknowledge receipt of the following: Application, fee of \$150, ExCET for Elementary Comprehensive and Generic Special Education.

In order to process your request, please return or take action on the following item:

- Verification of 1 year of acceptable teaching experience in Elementary and Special Education, signed by your superintendent or authorized representative on an application form or official teacher service record.

Mail which does not include a check or money order should be sent to the State Board for Educator Certification at the address on this letterhead.

A COPY OF THIS LETTER MUST BE RETURNED WITH ALL ITEMS REQUESTED. PLEASE INCLUDE YOUR SOCIAL SECURITY NUMBER WITH ALL CORRESPONDENCE SUBMITTED TO THIS OFFICE.

In accordance with Title 19 Texas Administrative Code section 230.414, the Commissioner of Education may deny a Certificate/Permit to a person convicted of a felony or misdemeanor. No Certificate/Permit will be issued until the State Board for Educator Certification has received the results of a criminal records search.

KLE

State Board for Educator Certification

CERT-101

1001 Trinity · Austin, Texas 78701-2603

Tel: 512/469-3000 · Fax - Executive Office: 512/469-3002

Fax - Assessment Office: 512/469-3018 · Fax - Certification Office: 512/469-3016 · Fax - Legal Office: 512/469-3076

Support Center Toll Free: 1-888-863-5880 · Web Site: <http://www.sbec.state.tx.us>



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(817) 753-0331 Fax (817) 754-0046

REV. ERIC H. HOOKER
PRESIDENT

ORTENCIA CORONADO
1ST VICE PRESIDENT

DR. NANCY HARRISON
2ND VICE PRESIDENT

PATTI MCLAUGHLIN
SECRETARY

TERETHA JACKSON
TREASURER

JOHNETTE HICKS
EXECUTIVE DIRECTOR

To: Mrs. Tackett

From: Laura Middleton
School Director

RE: Charlotte Hill
[REDACTED]

Date: Wednesday, May 31, 2000

After calling the toll free number to ascertain the best way to proceed in procuring the information needed to complete the special education certification process for Charlotte Hill. I was informed that I simply needed to document Ms. Hill's experience with special education students. I spoke with a Mr. Michael McClelland on June 1, 2000.

To that end, I attest that Charlotte Hill has spent the 1998-99 academic year working with special education students.

Protected Material

1 page has been withheld

PLEASE NOTE: Pages have been removed from the responsive material. Information redacted could include personal identifiers such as social security numbers, and personal characteristics or other information that make the person's identity easily traceable. If you have any questions or concerns regarding the redaction of this material, please contact the Open Records Office at PIR@tea.state.tx.us.

ESC Region 12

Certificate of Attendance

Credit Type: CPE

Charlotte Hill

Successfully completed 03:00 Credit hours of training in a workshop entitled:

Special Education Director's Meeting

Workshop# 000910

Session# 002127



Education Service Center

2101 West Loop 340 • P.O. Box 23409
Waco, Texas 76702-3409
(254) 666-0707

EOAC Waco Charter Sc

Other

Thursday, September 14, 2000

Barbara Brunson

Copy &
put original
in C. Hill's
box.

ESC Region 12
Certificate of Attendance

Credit Type: CPE

Charlotte Hill

Successfully completed 06:00 Credit hours of training in a workshop entitled:

The Road to Student Achievement for New Special Ed Teachers

Workshop# 000946

Session# 002220



Education Service Center

2101 West Loop 340 • P.O. Box 23409
Waco, Texas 76702-3409
(254) 666-0707

PDAS: V-5, V-4, I-5, II-1, II-5, II-9, III-4, IV-
8, VII-1, VIII-1, VIII-2, VIII-3, VIII-4, VIII-5, VIII-
8, VIII-9

EOAC Waco Charter Sc

Other

Thursday, September 28, 2000

Barbara Brunson

**Economic Opportunities
Advancement Corporation
Waco Charter School**

615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389

FACSIMILE TRANSMITTAL

SEND TO: Texas Education
COMPANY NAME

FAX NUMBER: 512.463.9838

ATTENTION:

DATE: Sept. 19, 2000

Pamela Baker

FROM: Louisa Manning

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

◆ TOTAL PAGES, INCLUDING COVER: 2

COMMENTS

635

FAXED
BY NR DATE 9-19-00

Discovered 7-14-00 in AA School File (gn
(AKP)

PERSONAL HISTORY

OF

CHARLOTTE OGDEN HILL

DATE OF BIRTH: NOVEMBER 2, 1952 ADDRESS: 2200 REY DRIVE
HEALTH: GOOD WACO, TX 76712
MARITAL STATUS: MARRIED PHONE: (817) 666-4677

EDUCATION

1996 - McLennan Community College Continuing Education program for Certified Nurses' Assistant. Received state certification on January 30, 1996.

1985-86 - Graduate work at East Texas State University, Commerce, TX. Completed 16 hours for Vocational Education certification.

1974 graduate of Southern Arkansas University, Magnolia, AR, with a B. S. E. degree in Vocational Business Education. Memberships included a public service sorority and a student association.

1970 graduate of Hope High School, Hope, AR. Memberships included the National Honor Society, Beta Club, Junior Counselors, Future Homemakers of America, and selection to Who's Who Among American High School Students for the 1969-70 school year.

WORK EXPERIENCE

February, 1996 - Present

Employed by Ridgecrest Retirement Center as a Certified Nursing Assistant.

August, 1984 - July, 1995

Employed by the Pittsburg ISD as an instructor. Teaching assignments included Business Math, Introduction to Business, keyboarding, Business Communications, Data Processing, Microcomputer Applications, and Basic Vocational Education, a program designed for at-risk students.

December, 1983 - August, 1984

Employed by Lake Country Oil Products, Inc., Pittsburg, TX. Duties included bookkeeping, accounts payable and receivable, typing, filing, and other general office duties.

July, 1982 - July, 1983

Employed as City Secretary for the City of Rosebud, TX. Duties included bookkeeping for the city, posting and billing of water bills, receipt of payment for water bills and taxes, taking of minutes at

PERSONAL HISTORY OF CHARLOTTE OGDEN HILL

July, 1982 - July, 1983 (continued)

City Council meetings, conducting absentee voting, and acting as dispatcher for the police and fire departments.

August, 1980 - July, 1982

Employed by First Consolidated Bank, Premium Finance Department, Rosebud, TX. Duties included receipt and posting of payments, cancellation of policies, typing, filing of loan histories, and microfilming.

August, 1977 - June, 1980

Employed as an abstracter for Guaranty Abstract Company, Marlin, TX. Responsible for research and typing of abstract deeds on property to be bought and/or sold. Also responsible for ordering and securing tax certificates from county, school, and city tax offices on said properties.

August, 1977 - May, 1979

Employed by the Marlin ISD, Marlin, TX, as an instructor for Adult Office Occupations. Responsible for instructing students in typing, filing, bookkeeping, office machines, and general office procedures.

August, 1976 - June, 1977

Employed as a typing instructor at the Business and Management Center Magnet School, Dallas ISD, Dallas, TX.

EXTRACURRICULAR ACTIVITIES

Member of the Greater Zion Missionary Baptist Church, Waco, TX. Hobbies include reading, solving crossword puzzles, and cooking.

REFERENCES

Mr. Tony Martin
Assistant Principal
Pittsburg High School
300 Texas Street
Pittsburg, TX 75676
(903) 856-3646

Dr. Curtis Culwell, Superintendent
Lubbock ISD
1628 19th Street
Lubbock, TX 79401-4895
(806) 766-1000

Mrs. Dailis Moore
P. O. Box 156
Pittsburg, TX 75686
(903) 856-3091

Mr. Kent Bachtel, Athletic Director
Midway ISD
1205 Foundation Drive
Waco, TX 76712
(817) 666-6509

PERSONAL HISTORY

OF

CHARLOTTE OGDEN HILL

DATE OF BIRTH:	NOVEMBER 2, 1952	ADDRESS:	2200 REY DRIVE
HEALTH:	GOOD		WACO, TX 76712
MARITAL STATUS:	MARRIED	PHONE:	(817) 666-4677

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Employed by Lake Country Oil Products, Inc., Pittsburg, TX. Duties included bookkeeping, accounts payable and receivable, typing, filing, and other general office duties.

July, 1982 - July, 1983

Employed as City Secretary for the City of Rosebud, TX. Duties included bookkeeping for the city, posting and billing of water bills, receipt of payment for water bills and taxes, taking of minutes at

PERSONAL HISTORY OF CHARLOTTE OGDEN HILL

July, 1982 - July, 1983 (continued)

City Council meetings, conducting absentee voting, and acting as dispatcher for the police and fire departments.

August, 1980 - July, 1982

Employed by First Consolidated Bank, Premium Finance Department, Rosebud, TX. Duties included receipt and posting of payments, cancellation of policies, typing, filing of loan histories, and microfilming.

August, 1977 - June, 1980

Employed as an abstracter for Guaranty Abstract Company, Marlin, TX. Responsible for research and typing of abstract deeds on property to be bought and/or sold. Also responsible for ordering and securing tax certificates from county, school, and city tax offices on said properties.

August, 1977 - May, 1979

Employed by the Marlin ISD, Marlin, TX, as an instructor for Adult Office Occupations. Responsible for instructing students in typing, filing, bookkeeping, office machines, and general office procedures.

August, 1976 - June, 1977

Employed as a typing instructor at the Business and Management Center Magnet School, Dallas ISD, Dallas, TX.

EXTRACURRICULAR ACTIVITIES

Member of the Greater Zion Missionary Baptist Church, Waco, TX. Hobbies include reading, solving crossword puzzles, and cooking.

REFERENCES

Mr. Tony Martin
Assistant Principal
Pittsburg High School
300 Texas Street
Pittsburg, TX 75676
(903) 856-3646

Dr. Curtis Culwell, Superintendent
Lubbock ISD
1628 19th Street
Lubbock, TX 79401-4895
(806) 766-1000

Mrs. Dailis Moore
P. O. Box 156
Pittsburg, TX 75686
(903) 856-3091

Mr. Kent Bachtel, Athletic Director
Midway ISD
1205 Foundation Drive
Waco, TX 76712
(817) 666-6509

Protected Material

4 pages have been withheld

PLEASE NOTE: Pages have been removed from the responsive material. Information redacted could include personal identifiers such as social security numbers, and personal characteristics or other information that make the person's identity easily traceable. If you have any questions or concerns regarding the redaction of this material, please contact the Open Records Office at PIR@tea.state.tx.us.

Discovered 7-14-00 in After School File

OFFICE USE ONLY

lg
(11/12)

STATE BOARD FOR EDUCATOR CERTIFICATION

Application for Certification by Examination or Duplicate Certificate

APPLICANT: See instructions on back of application form before completing any items.

1. Social Security Number

[Redacted]

2. Date of Birth

110252

3. Gender

Male
 Female

4. Ethnic Group

Native American
 Asian
 African American
 Hispanic
 White

CRT

5. First Name

CHARLOTTE

6. Middle Name

LOUISE

7. Last Name

HILL

8. Generation

9. Permanent Address

2200 REY DRIVE

10. City

WACO

11. State

TX

12. Zip Code

76712

13. Area Code and Telephone Number

254 6664677

14. E-mail Address (optional)

15. Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? Yes No
If YES, attach a statement with the date and place of arrest, nature of charge, date and court of trial, and subsequent disposition.

16. Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state? Yes No
If YES, attach a statement providing the school district, the state, and detailed information.

17. Service Request for Certification by Exam

Certification By Exam-Secondary
 Certification By Exam with Experience
 Certification By Exam with Internship

18. Service Request for Duplicate Certification

Duplicate Certificate
 Duplicate Certificate with Name Change

19. List the grade level(s) and area(s) of certification for which you are applying. NOTE: If the grade level of the certification for which you are applying is outside the range of all certification areas on your current certificate, then you must meet requirements for Certification by Exam with Experience or Certification by Exam with Internship and request one of these services in item 17.

1. _____ 3. _____ 5. _____
2. _____ 4. _____ 6. _____

20. Do you currently hold a Texas teacher certificate? Yes No If YES, when was it issued? _____ Certificate # _____

21. Are your records in our office under a different name other than your current name? Yes No
If YES, please provide information which may help us locate all your previous records. _____

22. Applicant's Affidavit: (All applicants must execute this affidavit)

"I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the State Board for Educator Certification.
"I do further hereby agree and permit the State Board for Educator Certification to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the State Board for Educator Certification.
"I do hereby release, discharge, and exonerate the State Board for Educator Certification, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.
"The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.
"I understand that any credential issued to me by the State Board for Educator Certification is the property of the State of Texas. I agree that I will tender my credential to the State Board for Educator Certification if I am ordered to do so by the State Board for Educator Certification.
"I understand that a copy of this affidavit shall have the same force as the original.
"I have reviewed this application and I affirm that all of the information which I have provided on the application and attached documents is true."

▼ DRIVER'S LICENSE/STATE ID NUMBER HERE

[Redacted]

APPLICANT'S SIGNATURE HERE ▼

Charlotte Hill

Issuing State: TX

Date: 12-29-98



Grade X

I. POSITION: Waco Charter School Teacher

II. MINIMUM STANDARDS:

Must have a Bachelor's degree from an accredited college or university, valid Texas Teaching certificate with required endorsements for subject/level assigned. Must have knowledge of subjects assigned and knowledge of curriculum and instruction. Should have at least two years of teaching or professional experience.

III. DUTIES:

1. Provide students with appropriate learning activities and experiences designed to develop their full potential intellectually, emotionally, physically and socially.
2. Assist in the pre and post assessment of students.
3. Develop an Individualized Educational Workplan for each student based on the student's strengths, weaknesses, and achievement level as identified through assessment and evaluation.
4. Facilitate student learning by providing instruction to match the student's learning styles with as much variety, creativity, preparation, and enthusiasm as possible.
5. Create a classroom environment in which the most desirable learning atmosphere is achieved, including maintaining classroom decorum and discipline.
6. Maintain the classroom and other physical equipment in a clean, orderly, and attractive fashion.
7. Prepare and turn in lesson plans each Friday morning for the week to the Charter School Director. These plans should include objectives, tests, and materials to be covered.
8. Keep parents/guardians informed of their student's progress by conferences, phone calls, notes, progress reports, or report card comments.

9. Maintain a complete record of the quality of each student's work in the class.
10. Plan and execute class sponsored assembly programs.
11. Record and report all absentees and tardy students to the Charter School Director.
12. Conduct follow-up on student absenteeism and home visits.
13. Document the progress or lack of progress on each student in their respective classes.
14. Provide six-week progress reports for each student enrolled in their respective class.
15. Assign pertinent homework assignments based on students' needs and grade all homework assignments turned in.
16. Prepare required reports of all home work assignments, in class assignments and test results for parent/guardian's signature at the end of each month.
17. Prepare required reports related to the enforcement of rules and regulations, disciplinary actions, student's dress code, and any observed infractions and submit to the Charter School Director.
18. Use acceptable communications skills to present information accurately and clearly.
19. Assist in the development of the curriculum, selection of textbooks, and other instructional materials.
20. Participate in staff development, training programs, staff meetings, and school sponsored activities, except as otherwise agreed upon with the School Director.
21. Maintain a positive and concerned attitude toward academic direction, progress of students, goals and objectives, and mission of the Waco Charter School.

22. Maintain a professional relationship with all students, staff, parents, and community members.
23. Establish and maintain open lines of communication with students, parents, and other staff persons.
24. Present for students a positive role model that supports the goals, objectives, and mission of the Waco Charter School.
25. Notify the Charter School Director as early as possible of an inability to be at school and to provide detailed instructions for a substitute teacher.
26. Comply with all Charter School, TEA and Governing Board rules, regulations, and policies.
27. Assume responsibility for compiling, maintaining and filing all reports, records, and other required documents.
28. Maintain adequate knowledge of audio visual equipment, and other standard office equipment.
29. Perform other routine tasks as required by the Charter School Director.

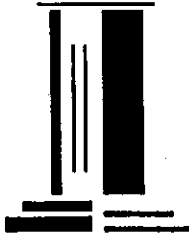
IV. PHYSICAL DEMANDS:

Must be able to interact with all students individually and in group settings. Job entails sitting, walking, bending, climbing stairs, standing constantly throughout the day, as appropriate. Light lifting, mostly up to 15 pounds, occasional moderate and heaving lifting.

V. SUPERVISOR: WACO CHARTER SCHOOL DIRECTOR

REGION

12



Education Service Center

Anna

JUL 1 1997

H

July 3, 1997

MS. Johnette Hicks
Executive Director
Waco Charter School
500 Franklin
Waco, TX 76701-2111

RE: Charlotte Hill
SSN: [REDACTED]

Dear Ms. Hicks

We have received the Emergency Permit application (form DEPR-024) for the person referenced above. Based on the information provided on that form and/or other supporting documentation, the permit is approved. Permit coverage for the following assignment(s) is effective 11/24/96 through 8/31/1997.

0200 ELEMENTARY SELF-CONTAINED

A copy of this letter should be placed in the teacher's personnel file with the district's copy of the permit application for compliance and accreditation purposes.

If the individual completes full permit renewal requirements as stated in the Teacher Certification Handbook, Section XVII, by August 31 of each school year, the district is authorized to renew the permit locally a maximum of 0 times without action by the Texas Education Agency.

Should you have additional questions or concerns, please contact me at (817) 666-0707.

Sincerely,

Katherine Ditto

Katherine Ditto
Certification Specialist

xc: Executive Director

648

Protected Material

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PLEASE NOTE: Pages have been removed from the responsive material. Information redacted could include personal identifiers such as social security numbers, and personal characteristics or other information that make the person's identity easily traceable. If you have any questions or concerns regarding the redaction of this material, please contact the Open Records Office at PIR@tea.state.tx.us.

STATUTORY PROVISIONS
(Section 21.904, Texas Education Code)

TEXAS STATE BOARD OF EDUCATION POLICY

School District's Copy

- (a) No school district, board of education, superintendent, assistant superintendent, principal, or other administrator benefiting by the funds provided for in this code shall directly or indirectly require or coerce any teacher to join any group, club, committee, organization, or association.
- (b) It shall be the responsibility of the State Board of Education to enforce the provisions of this section.
- (c) It shall be the responsibility of the State Board of Education to notify every superintendent of schools in every school district of the state of the provisions of this section.
- (d) No school district, board of education, superintendent, assistant superintendent, principal, or other administrator shall directly or indirectly coerce any teacher to refrain from participating in political affairs in his community, state or nation.

6302 Professional Assurances

All professional personnel of the public schools shall be assured of their rights and responsibilities to function in accordance with law. These rights are supported by:

- (b) Coercion to join or to be restrained from membership or participation--
Boards of education, superintendents, principals, or other administrators shall not, directly or indirectly, require or coerce any professional educator to join any group, club, committee, organization or association; nor restrain any teacher from participating in political affairs in the community, state, or nation.

ADMINISTRATIVE PROCEDURE FOR THE POLICY OF THE TEXAS STATE BOARD OF EDUCATION

6302 Professional Assurances

Any board of trustees or professional educator charged with violation of professional assurances, policies, or laws has hearing and appeal privileges as provided in Hearings and Appeals, Policy Series 7100.

The Commissioner of Education reviews any proven violation of Section 21.904 of the Texas Education Code and exercises his authority to cancel the certificate of any person failing to administer the schools in accordance with the laws of the state.

IMMEDIATE
ATTENTION
REQUIRED

MRS. CHARLOTTE LOUISE HILL
309 CYPRESS ST. LOT 5
PITTSBURG, TEXAS 75686

Please read all of the material printed on this form, front and back. Check all entries below for accuracy. Notify this office of any errors by returning this form with a description of the errors.
(Fold on dashed line for display.)

TEXAS TEACHER CERTIFICATE

Certificate Number



This certifies that

CHARLOTTE LOUISE HILL

Date Processed

09/22/87

HAS SUCCESSFULLY COMPLETED THE APPROPRIATE EXAMINATION(S) AS PRESCRIBED BY THE STATE BOARD OF EDUCATION AND has fulfilled the requirements of state law and the regulations of the State Board of Education and is hereby authorized to perform duties as designated below:

Issue Date	Expiration Date	Description of Certificate(s)	
/30/87	LIFE	PROVISIONAL VOCATIONAL DATA PROCESSING	02
08/20/76	08/20/77	ONE YEAR HIGH SCHOOL BASIC BUSINESS (NG SHRTHND)	01

W. Kirby
Commissioner of Education

VITA

Name: Mercy Chieza, Psy.D., Licensed Psychologist, License # 2-5456

Address: 3708 West Waco Dr. Suite 5, Waco TX. 76701

Phone # (254) 752-1223 Work: Fax # (254) 752 -7512

EDUCATION

Baylor University, Waco, TX. Doctor of Psychology (August 1994)

Major: Clinical Psychology (APA accredited)

Licensed Psychologist, Licensed Specialist School Psychologist

Baylor University, Waco, TX. M.A. (May 1990)

Major: Sociology

Baylor University, Waco, TX. B.S. (May 1988)

Major: Psychology

Howard Teachers Training College, Harare, Zimbabwe. (December 1972)

Major: Elementary School Teaching

PSYCHOLOGICAL WORK EXPERIENCE

Private Practice (August 30, 97 – Current) (Children, adolescents and adults)

Duties: Psychological, Developmental and Educational Assessments, psychotherapy, consultation and training, supervision for Baylor psychology doctoral level students and Licensed Professional Counselor candidates

Texas Youth Commission (August 15, 1994 – June 30, 1998) (Ages 8 - 21)

Marlin Orientation and Assessment Unit, Marlin, TX. (An Orientation and Assessment Center for youth offenders) (January 1, 1996 - Present)

Position: Director of Clinical Services

Developed the Orientation and Assessment Program

Duties: Supervises clinical services including; testing, psychological evaluations, suicidal interventions, crisis interventions, staff training, and treatment planning

Corsicana State Home, Corsicana, TX. (A Residential Treatment Facility for youth offenders) (August 15, 1994 - December 31, 1995)

Position: Director of the Aggressive Intervention and Management Unit (AIM)
Designed, implemented and managed the AIM Program for youth with dual diagnoses
Duties: Supervised implementation of the treatment program, conducted psychological evaluations, individual, group and family psychotherapy, suicidal intervention, staff training and treatment planning

Austin State Hospital (A state hospital for the mentally ill) (September 1, 1993 - August 31, 1994) (Adolescence and Adults)

Position: Psychology Intern

Duties: Initial psychological assessments, psychological evaluations, individual family and group psychotherapy, consultant to mental health workers, treatment team coordinator, neuropsychological testing and play therapy

The Methodist Home, Waco, TX. (A residential treatment center for **children and adolescents** aged 5 to 18) (July 1, 1992 - June 30, 1993) (20 hours a week)

Position: Psychology Trainee (practicum)

Duties: Psychological assessment, individual and play psychotherapy, planning, crisis intervention, consultant to teachers and family therapy

Mental Health-Mental Retardation (MHMR), Waco, TX. (A Mental Health-Mental Retardation Treatment Center) (July 1, 1991 - June 3, 1992) (ages 12 - 35) (20 hours a week)

Position: Psychology Trainee (Practicum)

Duties: Crisis intervention, screening for eligibility of services, intake diagnostic summaries, individual psychotherapy, group therapy, testing and assessing job applicants for the sheriff's department and treatment planning

Head Start, Waco, TX. (**Preschool** for the low SES. **children**) (July 1, 1990 - June 1, 1991) (20 hours a week)

Position: Psychology Trainee (Practicum)

Duties: Parent counseling, play psychotherapy, teacher consultant and developmental assessments for mental health services

Waco Center for Youth, Waco, TX. (A residential treatment for the emotional disturbed children) (March 1, 1985 - August 6, 1987)

Position: Counselor/supervisor

Duties: Counseling, treatment planning and supervising staff

Glennorah Primary School, Harare, Zimbabwe. (January 1, 1973 - December 15, 1981)

Position: Primary School Teacher

Participant Observer
Duties: Observed and participated in various group meetings such as Reality Orientation, Conversation Skills, Symptom Management, Mental Health Education, and Group Therapy.

January 1997 to
May 1997

The University of Texas at Austin
Educational Psychology Department
Austin, Texas

Volunteer Facilitator

Duties: Facilitated Communication Skills Labs for counseling and psychotherapy class. Involved monitoring the clinical process between therapist, client, and observer and subsequent processing and discussion of sessions. Experience culminated in writing of a paper on a problem in psychology (implications of managed care).

January 1996 to
May 1996

Travis County MHMR--Autism Center
Austin, Texas

Volunteer Caregiver

Duties: Provided care in an after-school program and monitored organized activities of autistic children.

August 1995 to
December 1995

Montopolis Neighborhood Center
Austin, Texas

Volunteer Tutor

Duties: Helped underprivileged youths with homework and creative activities.

January 1995 to
July 1995

Austin Area Urban League
Austin, Texas

Dream Team Volunteer

Duties: Worked on project focusing on youth prevention and intervention, organized recreational/craft activities and supervised children, taught American Sign Language courses.

Research Experience

January 1996 to
December 1996

The University of Texas at Austin
Austin, Texas

Undergraduate Psychology Honors Candidate

Wrote undergraduate honors thesis on children's understanding of dreams under supervision of Dr. Janet Spence, Dr. Michael Domjan, and Dr. Jacqueline Woolley. Personally organized all interviews, collected majority of

data, and ran all statistical analyses for the project. Project completed and accepted for graduating with psychology honors.

August 1995 to
May 1996

Children's Research Laboratory
The University of Texas at Austin
Austin, Texas
Undergraduate Research Assistant
Studied children's understanding of various mental states under Dr. Jacqueline Woolley.
Duties: Set up appointments for children to participate in experiments, interviewed children at the lab and various preschools in Austin, and provided feedback on preliminary manuscripts before journal submission.

June 1995 to
July 1995

The University of Texas at Austin
Austin, Texas
Undergraduate Research Assistant
Studied attention deficit hyperactivity disorder across ethnic groups under Dr. Caryn Carlson and Ph.D. candidate Jennifer Murphy.
Duties: Used PsychLit database for library research, performed data coding and computer entry, edited preliminary manuscripts and consulted on possible improvements.

Papers and Presentations

Paweleck, J. (1997). Adolescent friendships.

Paweleck, J. (1997). The effects of managed care on the practice of psychology.

Paweleck, J. (1997). Childhood spanking and subsequent aggression in adulthood.

Paweleck, J. (1996). Children's understanding of the roles of experience and conscious control in imagination and dreaming. Currently being prepared for journal submission.

Professional Affiliation

Student affiliate of Texas Student Psychological Association and Psi Chi Honor Society as an undergraduate

Graduate student member of the American Psychological Association

Honors and Awards

Valedictorian of high school class

1992 Girls' State Representative

Received \$10,000 Metropolitan Scholarship from the Houston Livestock Show and Rodeo to pursue an undergraduate degree

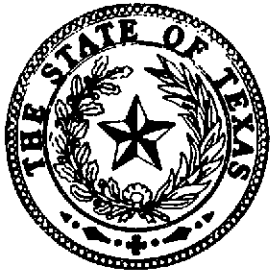
Received \$8,000 National Merit Scholarship through PepsiCo Foundation to pursue an undergraduate degree

Received \$1,000 scholarship from CTN Long Distance Company to aid in undergraduate educational pursuits

Received \$2,000 Endowed Presidential Scholarship from Texas Alpha Educational Foundation of Pi Beta Phi for excellent academic work as an undergraduate

Member of Alpha Lambda Delta and Phi Eta Sigma (national undergraduate freshman honor organizations), Gamma Beta Phi Society (honor/service organization), Golden Key National Honor Society, Phi Kappa Phi Honor Society

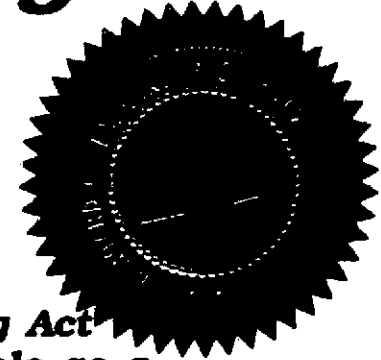
Second Lieutenant in United States Army through Health Professions Scholarship Program (commissioned February 7, 1998)



Texas State Board of Examiners of Psychologists

Be it known that

Mercy Chieza, Psy.D.



Having given satisfactory evidence of qualifications as required by the Psychologists' Certification and Licensing Act is hereby licensed to practice psychology in Texas public schools as a

Specialist in School Psychology

Given under the hand and seal of the Texas State Board of Examiners of Psychologists this 14th day of February 19 97

Roberta Matt

Chair

Emilia Dutton

Vice Chair

Susan B. Anderson

Lorraine E. Beckenridge-Sterling

Donna E. Dwyer

Dr. Goldstein

Jane Halchian

W.A. My

Denise K. Shade

Sherry Z. Zee

Executive Director

License No. 6441

VITA

Name: Mercy Chieza, Psy.D.

Address: 3708 W. Waco Dr. Suite 5 Waco TX. 76710

Phone # Home: 254/666-7132 Work: 254/752-1223: Fax # 254/752-7512

EDUCATION

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Major: Clinical Psychology (APA accredited)

Licensed Psychologist, Licensed Specialist in School Psychology

Baylor University, Waco, TX. M.A. (May 1990)

Major: Sociology

Baylor University, Waco, TX. B.S. (May 1988)

Major: Psychology

Howard Teachers Training College, Harare, Zimbabwe. (December 1972)

Major: Elementary School Teaching

WORK EXPERIENCE

Private Practice (July 22, 1997- present) (Children Adolescents and Adults)

Duties: Conducts individual psychotherapy with children, adolescents and adults, supervises doctoral level practicum students, consultant as a school psychologist, psychological testing for children, adolescents and adults

Texas Youth Commission (August 15, 1994 -June 30, 1998) (Ages 8 - 21)

Marlin Orientation and Assessment Unit, Marlin, TX. (An Orientation and Assessment Center for youth offenders) (January 1, 1996-June 30, 1997)

Position: Director of Clinical Services

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Duties: Supervised clinical services including; testing, psychological evaluations, suicidal interventions, crisis interventions, staff training, and treatment planning

Corsicana State Home, Corsicana, TX. (A Residential Treatment Facility for youth offenders) (August 15, 1994 - December 31, 1995)

Position: Director of the Aggressive Intervention and Management Unit (AIM)

WACO CHARTER SCHOOL

Admissions: Admissions is conducted on a first-come, first served basis (p. 15). Instead of this system, the school should establish an application period prior to each school year and, at the end of the application period, conduct a lottery if applications exceed available space.

Geographic Boundaries: OK (p. 16).

Impact Statement: OK (p. 16 & Exhibit D). The applicants delivered the Statements of Impact by hand rather than mailing them, so there is no return receipt.

Public Notice: OK (p. 17 & Exhibit F).

Facilities: OK (p. 19 & Exhibits U and V).

Governance Structure: OK (p. 20 & Exhibits).

Evidence of Nonprofit Status: OK (p. 21 & Exhibits). However, in searching the Secretary of State records I do not find any indication that the Economic Opportunities Advancement Corporation (charter #00223598-01) has filed an assumed name certificate, in order to be able to conduct business under the name "Waco Charter School." (This is not a tremendously serious matter – it does not invalidate anything that the school has done under that name. However, if the school has not filed such an assumed name certificate, they should do so, to avoid any future problems.)

*to all
division
1/25*

**Economic Opportunities
Advancement Corporation
Waco Charter School**

**615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389**

FACSIMILE TRANSMITTAL

SEND TO:
COMPANY NAME TEA

FAX NUMBER: 512-475-3662

ATTENTION:
Charles Moody
TEA Legal Services

DATE: 1-24-01

FROM: Lorita Manning
Director

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

♦ **TOTAL PAGES, INCLUDING COVER:** 6

COMMENTS

Just wanted to apprise you of our
plans for next year
Lorita

FAX
BY DATE
WBR 1-24-01

WALSH, ANDERSON,
BROWN, SCHULZE
& ALDRIDGE, P.C.
ATTORNEYS AT LAW
AUSTIN • SAN ANTONIO • IRVING

January 9, 2001

EOAC Waco Charter
Dr. Lorita Manning, Director
615 N. 25th Street
Waco, Texas 76707

VIA FIRST CLASS MAIL

Re: This law firm's role in drafting and certifying the Shared Services Arrangement contract for the Charter School Special Education Shared Services Agreement.

Dear Dr. Manning:

This letter concerns the Legislative changes to the law addressing special education cooperatives, and specifically the TEA requirement to draft a Shared Services Arrangement (SSA) contract among member Charter Schools of a cooperative, and this law firm's role in that process.

TEA requires that the coop fiscal agent provide to TEA certification of legal counsel that the contract has been reviewed and meets the requirements established by the state agency. The process of providing to the cooperative legal advice to draft and review the SSA in effect constitutes multiple representation of the various member Charter Schools, for which the separate consent of each Charter School will be required for this firm to discharge its duties consistent with ethical requirements.

Our ethical duty to each of the multiple Charter Schools represented includes that of disclosure and an assessment of the pros and cons of WABSA's involvement in drafting an SSA. The decision is not ours; it is yours. Only with the consent of each member Charter School would WABSA be willing to participate.

Concerning the proposed SSA, the Firm has disclosed and will disclose to each member Charter School the same information and has provided and will provide the identical legal advice to each member Charter School.

Based on past experience with drafting and advising on cooperative agreements, the firm anticipates that the advantages of multiple representation include efficiency, lower legal costs, savings in administrative resources for each member Charter School, and a decreased expenditure of public funds generally.

The disadvantages of multiple representation are based primarily on the unequal wealth and unequal size of the member Charter Schools. There is typically, under any cooperative arrangement, an uneven and--at times--inequitable flow of benefits to the members. One Charter School may at one time have more expensive special education needs than the other member Charter Schools. In many instances, the member Charter Schools may be called upon to compromise in order to enter and participate in any cooperative agreement, including the SSA proposed.

We believe that the common representation of all member Charter Schools in drafting the agreement can be undertaken by this firm impartially and without improper effect on other responsibilities it has to the member Charter Schools which are the Firm's clients. We believe that each member Charter School will be able to make adequately informed decisions in the matter, that there is little risk of material prejudice to the interest of any member Charter School by entering the SSA or by consenting to the Firm's multiple representation. If any member Charter School believes this view to be incorrect, we ask that you seek clarification, seek an independent second legal opinion, or request that the firm withdraw from the entire matter.

The firm acknowledges the absolute right of any other member Charter School at any time during the pendency of the matter to request the withdrawal of the Firm from multiple representation.

WABSA has not identified any actual conflict in this matter. Nonetheless, we advise each member Charter School to bring to the Firm's attention any actual conflict between member Charter Schools of which it is or becomes aware.

If you decide that WABSA's involvement with drafting and advising on the SSA is desirable, please sign (with proper authority) and return the enclosed consent form. Your Charter School's consent would not waive the attorney-client privilege for any matter other than the drafting and entering of the proposed SSA.

Sincerely,



Denise Hays

DH/lm

Enclosure

Copy

- : Education Service Center Region 12
- : 2101 W. Loop 340
- : P.O. Box 23409
- : Waco, TX 76702-3409
- : (254) 666-0707
- : (254) 666-0823 FAX

facsimile transmittal

To: EOAC Waco Charter School **Fax:** 754-7389

From: Harriet Shearer **Date:** 01/18/01

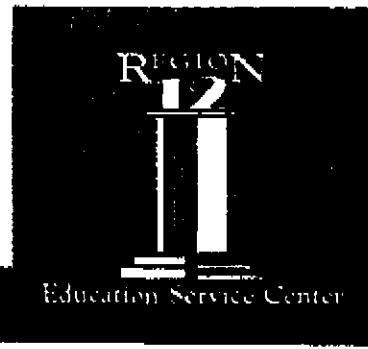
Re: Consent to mult. Rep. **Pages:** 3

CC:

Urgent For Review Please Comment Please Reply Please Recycle

Notes: Select this text and delete it or replace it with your own. To save changes to this template for future use, choose Save As from the File menu.

Please Deliver Immediately



CONSENT TO MULTIPLE REPRESENTATION

This document is a consent by EOAC Waco Charter School ("the Charter School" or "this Charter School") to the legal representation of multiple parties by Walsh, Anderson, Brown, Schulze & Aldridge, P.C. ("the Firm"). The term "member Charter School" refers to any Charter School that contemplates entering or has entered with another Charter School, including this Charter School, a Shared Services Agreement in which the Firm has been instrumental in drafting, advising, or recommending to more than one Charter School.

The Charter School currently has no legal dispute with another member Charter School in which the Firm is representing a party.

The Charter School acknowledges that certain other member Charter Schools are or may be clients of the Firm for matters other than the proposed SSA.

The Charter School understands that the Firm cannot represent the Charter School in any future litigation or dispute between two or more member Charter Schools regarding the Shared Services Arrangement.

The Charter School acknowledges that it has waived any attorney-client privilege in this matter as to other member Charter Schools that are also represented by the Firm.

The Charter School understands that if any member Charter School objects to the Firm's representation during the pendency of the drafting or approval of the agreement and after the Firm has provided legal advice to any member Charter School, the Firm shall withdraw its representation in this matter and shall not represent in this matter the Charter School or any other member Charter School. The agreement in this paragraph, however, will be ineffective if the objecting member Charter School ceases to be a member Charter School.

The Charter School asserts that it has a common interest with the other member Charter Schools and that it seeks the representation of the Firm in this common interest.

The Charter School agrees that the advantages of multiple representation include efficiency, lower cost to the Charter School, and savings in public funds and administrative resources for each member Charter School.

The Charter School acknowledges that the Firm has made full disclosure of the existence, nature, implications, and possible adverse consequences of the Firm acting as intermediary among the member Charter Schools.

The Charter School acknowledges that it or any other member Charter School at any time during the pendency of the matter may request the withdrawal of the Firm from multiple representation. The Charter School understands that the withdrawal of the Firm from multiple representation will result in the complete withdrawal of the Firm from representation of the Charter School or any other member Charter School in this matter.

Notwithstanding the potential for conflict, the Charter School consents to the Firm's common representation in drafting the agreement in order that the Charter School may participate in an SSA with other member Charter Schools.

Charter School: EOAC Waco Charter School

By Lorita Manning, on behalf of and with the authority of the EOAC Waco Charter School.

Date: 1-18-01

**Economic Opportunities
Advancement Corporation
Waco Charter School**

615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389

FACSIMILE TRANSMITTAL

SEND TO:
COMPANY NAME T.E.A.

FAX NUMBER: ⁽⁵¹²⁾ 475-3662

ATTENTION:
Charles Moody

DATE: 1-26-01

FROM: Lorita Manning

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

◆ TOTAL PAGES, INCLUDING COVER: 2

COMMENTS

EOAC Waco Charter School
615 North 25th Street
Waco, TX 76707

January 25, 2000

Mr. Charles Moody
Texas Education Agency
Legal Services
1701 North Congress
Austin, TX 78701

Dear Mr. Moody:

Thank you for your continued information concerning preparation for the Charter School Renewal process. Herein please find the proposed lottery system for the EOAC Waco Charter School. The EOAC Board empowered Mrs. Johnette Hicks, Executive Director, and me to create the system for the renewal purpose as the Board will meet in February two weeks following the February 1-2 meeting of the State Board of Education. Mrs. Hicks has given verbal approval of the proposed lottery. Please consider our lottery and give input before the SBOE Meeting as we do not want to be faced with a "no decision" due to the Board's not having received a copy of our lottery system.

Lottery Draw Schedule: Spring 2001 for the 2001/2002 school year beginning in August, 2001
Zip Code 76707:

March 16 (Friday)
April 2 (Monday)
April 12 (Thursday)
May 31 (Thursday)

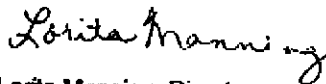
All Zip Codes:

June 15 (Friday)
June 28 (Thursday)
July 16 (Monday)
July 24 (Tuesday)

August - Acceptance for slots based on availability/lottery

This year (2001/2002) we will begin taking applications for the lottery draw in February and will begin our lottery draws in March. We have a significant demand and few spots as most are returning students. In addition, siblings and children of employees receive preference without having to go through the lottery. We will remain aware of the students planning to return and which students have siblings for specific grade levels before we begin to draw.

Sincerely,



Lorita Manning, Director

Cc: Johnette Hicks, Executive Director

Charles Moody

**Economic Opportunities
Advancement Corporation
Waco Charter School**

615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389

FACSIMILE TRANSMITTAL

SEND TO: Texas Education Agency
COMPANY NAME

FAX NUMBER: 512-475-3662

ATTENTION:

DATE: 1-24-01

Charles Moody, Legal Services

FROM: Serita Manning

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

◆ TOTAL PAGES, INCLUDING COVER: 5

COMMENTS

FAXED
BY DATE
WRK 1-24-01

NAMAN, HOWELL, SMITH & LEE

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

900 WASHINGTON AVENUE

P.O. BOX 1470

WACO, TEXAS 76703-1470

(254) 755-4100

FAX (254) 754-8331

WWW.NAMANHOWELL.COM

1900 BANK ONE TOWER
221 WEST SIXTH STREET
AUSTIN, TEXAS 78701
(512) 479-0300
FAX (512) 474-1901

512 MAIN STREET, SUITE 301
FORT WORTH, TEXAS 76102
(817) 248-0200
FAX (817) 445-8804

FIRST NATIONAL BANK BUILDING
P.O. BOX 844
TEMPLE, TEXAS 76503
(254) 778-1354
FAX (254) 774-7254

J. ROONEY LEE (1964-2000)

F. CLARK ADAMS
ROY L. BARRETT
CHARLES H. BARROW
FREDERICK M. BOSTWICK
JIM D. BOWHART
LARRY D. BRADY
MICK R. BRAY
RICHARD E. BROPHI, JR.
BOB BURLINSON
BRUCE BURLINSON
KEITH C. CAMERON
JERRY R. CAMPBELL
GEORGE H. COWDEN
JOHN P. CUNNINGHAM, JR.
DENNIS W. DONLEY, JR.
WESLEY J. FLEET
KEITH E. GANLEY
MATTHEW F. HADDOCK
KERRY L. HALBURTON
ALEXANDER M. HAW
JOHN T. HAWKINS
DAVID G. HENRY
PAUL H. HUBBARD

ALLEN M. KING
STEVE L. MOODY
JACK M. MOORE
NANCY M. MORRISON
TON NORMANDI
C. PATRICK NUNLEY
JOHN P. PALMER
KEAL E. PHALE
DAN REITZ
LAURA R. RAY
JAMES H. "BO" ROBYN, JR.
STEPHEN W. SATHCR
MICHAEL L. SCANES
DEBORAH L. SCHWANITZ
BEN SELMAN
GILLER SMITH
STUART SMITH
THOMAS D. SWANN
VICKY TRONPLER
SCOTT W. TSCHIRHART
ENID A. WAUL
REA S. WHITMAN
ALBERT WITCHER

OF COUNSEL
DAVID SIBLEY

AUSTIN
TEMPLE
FORT WORTH

January 22, 2001

Ms. Johnette Hicks
Economic Opportunities
Advancement Corporation
500 Franklin Avenue
Waco, Texas 76701

Ms. Lorita Manning
EOAC Waco Charter School
615 N. 25th
Waco, Texas 76707

Re: Assumed Name Certificates

Dear Johnette and Lorita:

The Assumed Name Certificate for EOAC Waco Charter School was filed in the Office of the Secretary of State of Texas on January 11, 2001. We enclose to Lorita the original file-marked copy, and we enclose to Johnette a photocopy.

The Assumed Name Certificate for EOAC Waco Charter School was filed with the McLennan County Clerk on January 11, 2001. We enclose the original recorded certificate to Lorita, and we enclose a photocopy to Johnette.

Please call us if you have any questions or further instructions.

Very truly yours,

NAMAN, HOWELL, SMITH & LEE

BY: *Charles*
Charles K. Barrow

CKB:ct
010190073
Enclosures



Corporations Section
P.O. Box 13697
Austin, Texas 78711-3697



Henry Cuellar
Secretary of State

Office of the Secretary of State

January 11, 2001

**RE: ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION OF PLANNING
REGION XI**

ASSUMED NAME: EOAC WACO CHARTER SCHOOL

FILE DATE: JANUARY 11, 2001

The assumed name certificate for the above referenced entity has been filed in this office. This letter may be used as evidence of the filing.

Please be aware that pursuant to Section 36.17 of the Texas Business and Commerce Code, the filing of an assumed name certificate does not give the registrant any right to use the name when contrary to the common law or statutory law of unfair competition, unfair trade practices, common law copyright, or similar law.

In addition to filing with the Secretary of State, Chapter 36 of the Texas Business and Commerce Code requires filing of the assumed name certificate with the county clerk in the counties in which the registered office and the principal office of the entity are located.

Sincerely yours,

Lorna Wassdorf

Lorna Wassdorf
Deputy Assistant Secretary
Statutory Filings Division

LSW: DLU

(512) 463-5555

Come visit us on the Internet @ <http://www.sos.state.tx.us/>
FAX (512) 463-5709

TTY (800) 735-2989

FILED
In the Office of the
Secretary of State of Texas

JAN 11 2001

ASSUMED NAME CERTIFICATE

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 Economic Opportunities Advancement Corporation of Planning Region XI.
2. The assumed name under which the business or professional service is or is to be conducted or rendered is EOAC Waco Charter School.
3. The entity was duly incorporated under the laws of the State of Texas, and the address of its registered office in that jurisdiction is 500 Franklin Avenue, Waco, Texas 76701-2111.
4. The assumed name will be used for a period of ten years from the date this Certificate is executed.
5. The entity is a Non-Profit Corporation.
6. The address of the registered office of Economic Opportunities Advancement Corporation of Planning Region XI is 500 Franklin Avenue, Waco, Texas 76701-2111, and the name of its registered agent at such address is Johnette Hicks.
7. The county where business or professional services are being or are to be conducted or rendered under such assumed name is McLennan County, Texas.


Economic Opportunities Advancement Corporation of
Planning Region XI

By: *Johnette Hicks*
 Name: JOHNETTE HICKS
 Title: Executive Director

STATE OF TEXAS §

COUNTY OF McLENNAN §

This instrument was acknowledged before on the 10th day of January, 2001, by JOHNETTE HICKS, EXECUTIVE DIRECTOR of Economic Opportunities Advancement Corporation of Planning Region XI, a Texas Non-Profit corporation, on behalf of said corporation.

 GARY L. WASHINGTON
 Notary Public
 STATE OF TEXAS
 My Commission Expires 04/04/2004

Gary L. Washington
 Notary Public in and for the State of Texas

V01019\0046.1

ASSUMED NAME CERTIFICATE

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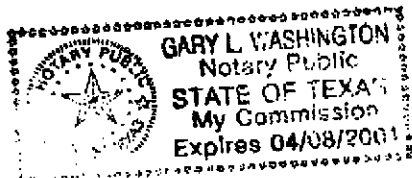
Economic Opportunities Advancement Corporation of Planning Region XI

By: *Johnette Hicks*
 Name: JOINETTE HICKS
 Title: Executive Director

STATE OF TEXAS |

COUNTY OF McLENNAN |

This instrument was acknowledged before on the 10th day of January, 2001, by JOINETTE HICKS, EXECUTIVE DIRECTOR of Economic Opportunities Advancement Corporation of Planning Region XI, a Texas Non-Profit corporation, on behalf of said corporation.



Gary L. Washington
 Notary Public in and for the State of Texas

**Economic Opportunities
Advancement Corporation
Waco Charter School**

615 North 25th Street
Waco, Texas 76707
(254) 754-8169
fax - (254) 754-7389

FACSIMILE TRANSMITTAL

SEND TO:
COMPANY NAME T.E.A.

FAX NUMBER: ⁽⁵¹²⁾ 475-3662

ATTENTION:
Charles Moody

DATE: 1-26-01

FROM: Lorita Manning

- Urgent
- REPLY ASAP
- PLEASE COMMENT
- PLEASE REVIEW
- FOR YOUR INFORMATION

◆ TOTAL PAGES, INCLUDING COVER: 9 2

COMMENTS

**EOAC Waco Charter School
615 North 25th Street
Waco, TX 76707**

January 25, 2000

Mr. Charles Moody
Texas Education Agency
Legal Services
1701 North Congress
Austin, TX 78701

Dear Mr. Moody:

Thank you for your continued information concerning preparation for the Charter School Renewal process. Herein please find the proposed lottery system for the EOAC Waco Charter School. The EOAC Board empowered Mrs. Johnette Hicks, Executive Director, and me to create the system for the renewal purpose as the Board will meet in February two weeks following the February 1-2 meeting of the State Board of Education. Mrs. Hicks has given verbal approval of the proposed lottery. Please consider our lottery and give input before the SBOE Meeting as we do not want to be faced with a "no decision" due to the Board's not having received a copy of our lottery system.

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May 31 (Thursday)

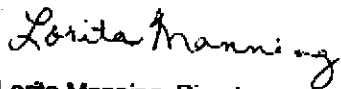
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Sincerely,



Lorita Manning, Director

Cc: Johnette Hicks, Executive Director

**TEXAS EDUCATION AGENCY
Division of School Financial Audits**

MEMORANDUM

To: Mary Perry

From: Brenda Niles

Date: Thursday, December 21, 2000

RE: Review of Charter Application for EOAC Waco Charter School

The following summarizes various issues and/or concerns for Waco Charter School based on our review of their charter application.

Business Plan

Student Attendance Accounting

What is official Attendance time?

Page 3 of the employment handbook indicates that official attendance time is 9:30, but it also states that all attendance sheets should be in the hall by 9:30. Please explain.

Financial Management

The fiscal year for the charter school will have to change from May 1 through April 30 to September 1 through August 31.

According to the financial report included in the application the charter school finished the last two years operating in a deficit. Please explain.

What actions have been taken to ensure that future deficits do not occur?



ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
OF PLANNING REGION XI

500 Franklin Ave.
Waco, Texas 76701-2111
(254) 753-0331 Fax (254) 754-0046

*to audits
1/30/01*

SUSAN COPELAND
PRESIDENT

CURTIS MARTIN
1ST VICE PRESIDENT

ELISA RAINEY
2ND VICE PRESIDENT

DARLENE CATES
TREASURER

COQUE GIBSON
SECRETARY

JOHNETTE HICKS
EXECUTIVE DIRECTOR

January 28, 2001

Dr. Susan Barnes
Charter Schools Division
Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701-1494

RECEIVED
JAN 30 2001

TO WHOM IT MAY CONCERN:

Enclosed please find an original with copies of the agency's Single Purpose Audit and the Financial Statements with Accountants Report for fiscal year ending April 30, 2000.

If additional information is needed, please contact our office.

Sincerely,

Johnette Hicks
Executive Director
EOAC

JH/cg

Encl.

676

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION

OF PLANNING REGION XI

WACO, TEXAS

FINANCIAL STATEMENTS WITH ACCOUNTANTS' REPORT

APRIL 30, 2000

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METZGAR, TRAPLENA & SULLIVAN, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

JERRY C. METZGAR, C.P.A.
FRANK W. TRAPLENA, C.P.A.
RON SULLIVAN, C.P.A.

4216 FRANKLIN AVENUE
WACO, TEXAS 76710-6944

PHONE (254) 751-1133
FAX (254) 751-1135
EMAIL [REDACTED]

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

We have audited the accompanying statement of financial position of Economic Opportunities Advancement Corporation (a nonprofit organization) as of April 30, 2000, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides 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 Economic Opportunities Advancement Corporation as of April 30, 2000, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated December 20, 2000, on our consideration of Economic Opportunities Advancement Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Economic Opportunities Advancement Corporation taken as a whole. The accompanying supplementary grant revenue and expense schedules per program are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *"Audits of States, Local Governments, and Non-Profit Organizations,"* and is 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.

Metzgar, Traplena + Sullivan
METZGAR, TRAPLENA & SULLIVAN, L.L.P.

Waco, Texas
December 20, 2000

680

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
APRIL 30, 2000

ASSETS	
Cash	\$ 243,133
Grant and reimbursement receivable	1,109,635
Prepaid expenses	59,701
Property, net	<u>91,865</u>
 TOTAL ASSETS	 <u>\$ 1,504,334</u>
 LIABILITIES	
Accounts payable	\$ 613,170
Accrued expenses	190,936
Due to funding sources	2,035
Advances from funding sources	104,682
Notes payable	137,197
Deferred support	<u>181,927</u>
 TOTAL LIABILITIES	 <u>1,229,947</u>
 NET ASSETS	
Unrestricted	107,661
Temporarily restricted	166,726
Permanently restricted	<u>-</u>
 TOTAL NET ASSETS	 <u>274,387</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 1,504,334</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF ACTIVITIES
YEAR ENDED APRIL 30, 2000

	UNRE- STRICED ASSETS	TEMPO- RARIALLY RESTRICTED ASSETS	TOTAL
SUPPORT:			
Donated services, materials and facilities	\$ 1,052,857	\$ -	\$ 1,052,857
Special events and other	85,630	84,185	169,815
Federal and state financial awards	13,421,563	474,927	13,896,490
Interest	1,565	250	1,815
Net assets released from restrictions	-	-	-
Restrictions satisfied by payments	529,854	(529,854)	-
TOTAL SUPPORT, REVENUES, AND RECLASSIFICATIONS	15,091,469	29,508	15,120,977
EXPENSES			
Program Services:			
Personnel	3,801,179	-	3,801,179
Fringe benefits	870,811	-	870,811
Travel	28,008	-	28,008
Equipment	6,958	-	6,958
Supplies	601,742	-	601,742
Contractual	689,141	-	689,141
Facilities/Construction	110,000	-	110,000
Other	2,071,159	-	2,071,159
Client services	6,208,046	-	6,208,046
Depreciation	8,174	-	8,174
Indirect costs	69,945	-	69,945
Interest expense	13,092	-	13,092
TOTAL PROGRAM SERVICES	14,478,255	-	14,478,255
Support Services:			
Personnel	198,898	-	198,898
Fringe benefits	99,746	-	99,746
Travel	13,498	-	13,498
Equipment	-	-	-
Supplies	19,386	-	19,386
Contractual	48,763	-	48,763
Other	151,694	-	151,694
TOTAL SUPPORT SERVICES	531,985	-	531,985
TOTAL EXPENSES	15,010,240	-	15,010,240
CHANGE IN NET ASSETS	81,229	29,508	110,737
NET ASSETS, BEGINNING OF YEAR	75,654	87,996	163,650
RECLASSIFICATIONS	(49,222)	49,222	-
NET ASSETS, END OF YEAR	\$ 107,661	\$ 166,726	\$ 274,387

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
STATEMENT OF CASH FLOWS
YEAR ENDED APRIL 30, 2000

CASH FLOWS FROM OPERATING ACTIVITIES

CHANGE IN NET ASSETS	\$ 110,737
ADJUSTMENTS TO RECONCILE CHANGE IN NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES:	
Depreciation	8,174
(Increase) decrease in operating assets:	
Grant and reimbursement receivable	125,366
Prepaid expenses	4,009
Increase (decrease) in operating liabilities:	
Accounts payable	(303,027)
Accrued expenses	84,973
Due to funding sources	2,035
Advances from funding sources	(4,552)
Deferred support	<u>(165,513)</u>
NET CASH USED BY OPERATING ACTIVITIES	<u>(137,798)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	<u>-</u>
NET CASH USED BY INVESTING ACTIVITIES	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
New borrowing	85,020
Payments on notes payable	<u>(28,532)</u>
NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>56,488</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(81,310)
BEGINNING CASH AND CASH EQUIVALENTS	<u>324,443</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 243,133</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 2000

NOTE A: NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Economic Opportunities Advancement Corporation (EOAC) is a nonprofit corporation chartered by the State of Texas and organized for the purpose of providing community services in the counties of McLennan and Falls. The Corporation is funded principally through direct federal grants from the Department of Health and Human Services and various grants passed through Texas State Agencies. Local support is in the form of contributions and donated services.

Activities include operating Head Start Centers for qualified children, contracting with providers of day care services for children under the Child Care Management Program and the weatherization of personal residences. The EOAC also operates a charter school.

Grants

Except for the Food Program and the Charter School Funds federal and state funds are considered "exchange transactions" therefore SFAS No. 116 does not apply. Grant revenues are reported as an increase in the unrestricted class of net assets when the revenue is earned. Unearned grant revenue is reported as deferred support and classified as a liability.

Local Support

Contributions and funds for the Food Program and the Charter School are reported in accordance with FASB No. 116 as an increase to net assets when the amount receivable is determined. Restricted net assets are reclassified to unrestricted as the restrictions are satisfied.

Donated Services, Materials and Facilities

The value of donated services, materials and facilities pertaining to the Head Start Program are recorded as unrestricted support when received. An equal amount is charged to the appropriate expense accounts. During the year ended April 30, 2000 the value of donated services, materials and facilities recorded was \$1,052,857.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 2000

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.

Financial Statement Presentation

The accompanying financial statements have been prepared in accordance with Statement of Financial Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Organization 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. In addition, the Organization is required to present a statement of cash flows.

Equipment

1. Grant Award Equipment

Except for the Charter School, in accordance with grant award budgets approved by funding sources, equipment is charged to expenditures in the period during which it is purchased instead of being recognized as an asset and depreciated over its useful life. Further, equipment lease payments are charged to expenditures when paid instead of equipment being capitalized and depreciated. As a result, the expenditures reflected in the statement of activity include the cost of equipment purchased or leased during the year rather than a provision for depreciation.

The equipment acquired is owned by Economic Opportunities Advancement Corporation while used in the program for which it was purchased or in other future authorized programs. The funding sources, however, have a reversionary interest in the equipment purchased with grant funds; therefore, its disposition, as well as the ownership of any sale proceeds therefrom, is subject to funding source regulations.

2. Nongrant Award Equipment

It is the Agency's policy to capitalize and depreciate over the useful life any equipment purchased with nongrant awards. These financial statements reflect no such equipment.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 2000

Building

1. Grant Award Buildings

In accordance with the grant award budgets the down payment on a building for the Head Start Program was charged to expenditures in a prior year and for a new acquisition in the current year. The monthly payments are also charged to expenditures when made. The buildings are owned by Economic Opportunities Advancement Corporation while used in the program for which they were purchased or in other future authorized programs. The funding source, however, has a reversionary interest in the buildings purchased with grant funds; therefore, their disposition, as well as the ownership of any sale proceeds therefrom, is subject to funding source regulations.

2. Nongrant Award Building

Economic Opportunities Advancement Corporation owns an office building (see Note B). The building is valued at the estimated market value at the date that it was donated to the Agency. Depreciation is computed using the straight-line method over 18 years. Actual building costs are allocated to grants based upon square footage occupied by each program.

Inventory

Minor materials and supplies are charged to expense during the period of purchase. As a result, no inventory is recognized on the statement of financial position.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Reclassifications

Certain amounts reported in the prior year unrestricted net assets have been reclassified to temporarily restricted net assets. Such reclassifications had no effect on net income.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 2000

Accrued Annual Leave

Vacation pay is recognized as expense in the period when it is earned for the Head Start, CSBG, Childcare Management, Weatherization for Low Income Persons, and Child Care Food Program. Accrued vacation pay earned, but not paid, at April 30, 2000, is \$110,304. The accumulated leave for employees of the charter school has not been quantified, but was represented to be immaterial in relation to the financial statements taken as a whole.

Cost Allocation

Joint costs are allocated to benefiting programs using various allocation methods, depending on the type of joint cost being allocated. Joint costs are those costs incurred for the common benefit of all agency programs, but which cannot be readily identified with a final cost objective. Cost allocation methods are as follows:

Personnel

Organization administrative and financial personnel (executive director, fiscal director, financial assistants, etc.) record the time they spend working on specific programs and general agency matters on their time sheets. To the extent provided by the budget, the time specifically identifiable to a particular program is charged to that program. The time spent on general agency matters is charged to the CSBG program.

Building

Space costs (maintenance costs, supplies, etc.) are allocated based on the number of square feet of space each program occupies. Space occupied by administrative staff is allocated based upon the allocation of the administrative staff's time.

Copy Costs

A record is maintained of copies made for each program. Copy costs are charged to programs based on the number of copies per program.

Insurance

Insurance is allocated to benefiting programs depending on the equipment, space or people covered by the insurance.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 2000

Other Joint Costs

Other joint costs (telephone, computer usage, etc.) are allocated to Organization programs based on the amounts used by each program.

Interprogram Services

The Community Services Block Grant (CSBG) program is reimbursed by other Economic Opportunities Advancement Corporation programs for administrative services provided to the other programs. The appropriate CSBG expense account is reduced for such reimbursements and the benefitting programs are charged with the expense.

Concentration of Risks

The Organization primarily transacts its business with one financial institution. The amount on deposit in that one institution at times exceeded the \$100,000 federally insured limit. Subsequent to April 30, 2000, the Organization entered into a collateral agreement as provided for in the Public Funds Collateral Act of 1989 (Chapter 2257 of the Texas Government Code) with the institution.

Two major grantors provided approximately 69 percent of the Organization's total revenue during the year ended April 30, 2000.

NOTE B: PROPERTY AND BUILDING

Donated land and building, and accumulated depreciation at April 30, 2000, are summarized as follows:

Land	\$ 10,000
Building	<u>100,000</u>
	110,000
Less accumulated depreciation	<u>61,112</u>
SUBTOTAL	48,888
Charter School:	
Vehicle	2,000
Furniture and equipment	48,838
Less accumulated depreciation	<u>7,861</u>
NET	<u>\$ 91,865</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 2000

NOTE C: NOTES PAYABLE

Notes payable consists of the following:

Note payable to a bank with interest at 9.5% due March 31, 2001. The note is unsecured.	\$130,000
Note payable to a bank with interest at 9.25% due in monthly installments of \$2,558 including interest, due August 11, 2000.	<u>7,197</u>
	<u>\$137,197</u>

Maturities of notes payable are as follows:

For year ended April 30, 2001	<u>\$137,197</u>
-------------------------------	------------------

Note Payable - Buildings:

As explained in Note A, the buildings acquired with DHHS funds for use in the Head Start Program are not recorded on the Organization's books.

Unrecorded note payable to a family trust due in monthly payments of \$7,783 with interest at 10%.	\$ 7,719
Unrecorded note payable to a church due in monthly payments of \$2,118, with interest at 9.5%, secured by the building.	<u>88,594</u>
	<u>\$ 96,313</u>

Future principal payments on these notes are as follows:

For year ended April 30		
	2001	\$ 25,480
	2002	19,524
	2003	21,462
	2004	23,592
	2005	<u>6,255</u>
		<u>\$ 96,313</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 NOTES TO FINANCIAL STATEMENTS
 APRIL 30, 2000

NOTE D: COMMITMENTS AND CONTINGENCIES

The Organization participates in a number of federally assisted grant programs. These programs are subjected to program compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time.

The Organization leases certain real property and equipment with terms extending beyond one year. The leases are classified as operating leases with future minimum rentals as follows:

Fiscal year ending April 30		
	2001	\$ 262,277
	2002	191,569
	2003	154,601
	2004	134,791
	2005	<u>97,200</u>
	TOTAL	<u>\$ 840,438</u>

NOTE E: PENSION PLANS

The Organization has adopted a pension plan for the benefit of all of its eligible employees. The Organization made contributions to the plan for the fiscal year ended April 30, 2000 in the amount of \$98,287, equal to 3% of each participant's annual salary.

NOTE F: DEFINED BENEFIT PENSION PLAN

Plan Description. Waco Charter School 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 transfer 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, under the TRS Publications heading.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO FINANCIAL STATEMENTS
APRIL 30, 2000

Funding Policy. State law provides for fiscal years 1998, 1999 and 2000 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 the particular action, the time required to amortize TRS's 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 Waco Charter School's employees for the years ended April 30, 1998, 1999 and 2000 were \$16,879, \$23,839, and \$33,605, respectively.

NOTE G: HEALTH CARE COVERAGE

During the year ended April 30, 2000 employees of the Organization were covered by a health insurance plan (the Plan). The Organization contributed \$199 per month through April 1, 2000 and \$239 per month for April 2000 per employee to the plan and employees, at their option, authorized payroll withholdings to pay contributions or premiums for coverage of dependents. Contributions or premiums were paid to a fully insured plan with Blue Cross Blue Shield, a licensed insurer. The plan was documented by contractual agreement.

The contract between the Organization and the licensed insurer is renewable April 1, 2001 and terms of coverage and contributions costs are included in the contractual provisions.

NOTE H: RELATED PARTY TRANSACTIONS

A member of the Board of Directors is the spouse of a sole proprietor who provides services for the Head Start Program. The total compensation for these services for the fiscal year ended April 30, 2000 was \$29,120.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE PERIOD ENDED APRIL 30, 2000

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
FEDERAL EMERGENCY MANAGEMENT AGENCY				
Emergency Food and Shelter Board	83.523	15-8234-00	10-01-98 to 09-30-99	\$ 8,526
Emergency Food and Shelter Board	83.523	15-8234-00	10-01-99 to 09-30-00	5,229
				<u>13,755</u>
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES				
Head Start	93.600	N/A	05-01-99 to 04-30-00	4,153,965
Title IV-B, Part 2, Community Youth Development	93.556	00-161801		<u>66,753</u>
Passed Through Texas Department of Housing and Community Affairs:				
Community Services Block Grant	93.569	613037	01-01-99 to 12-31-99	333,016
Community Services Block Grant	93.569	613037	01-01-00 to 12-31-00	167,441
				<u>500,457</u>
Comprehensive Energy Assistance Program (CEAP)	93.568	587037	01-01-99 to 12-31-99	507,136
Comprehensive Energy Assistance Program (CEAP)	93.568	587037	01-01-00 to 12-31-00	32,974
				<u>540,110</u>
LIHEAP Weatherization Program	93.568	817037	04-01-99 to 03-31-00	216,311
LIHEAP Weatherization Program	93.568	817037	04-01-00 to 03-31-01	290
				<u>216,601</u>
Passed Through Texas Workforce Commission:				
Child Care Services - ECDR	93.575	07150Y00	09-01-98 to 08-31-99	69,356
Child Care Services - ECDR	93.575	07150Y00	09-01-99 to 08-31-00	24,255
				<u>93,611</u>
Child Care Services - CCT	93.575	07150Y00	09-01-98 to 08-31-99	36,343
Child Care Services - CCT	93.575	07150Y00	09-01-99 to 08-31-00	37,575
				<u>73,918</u>

See accompanying notes to Schedule of Expenditures of Federal and State Awards.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 FOR THE PERIOD ENDED APRIL 30, 2000

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
Passed Through Texas Workforce Commission:				
Child Care Services - Operations	93.667	07150Y00	09-01-98 to 08-31-99	\$ 238,120
Child Care Services - Operations	93.667	07150Y00	09-01-99 to 08-31-00	526,347
				<u>764,467</u>
Child Care Services - Child Care	93.556	07150Y00	09-01-98 to 08-31-99	1,456
Child Care Services - Child Care	93.556	07150Y00	09-01-99 to 08-31-00	6,776
Child Care Services - Child Care	93.558	07150Y00	09-01-99 to 08-31-00	72,136
Child Care Services - Child Care	93.575	07150Y00	09-01-98 to 08-31-99	242,107
Child Care Services - Child Care	93.575	07150Y00	09-01-99 to 08-31-00	364,963
Child Care Services - Child Care	93.596	07150Y00	09-01-98 to 08-31-99	1,817,708
Child Care Services - Child Care	93.596	07150Y00	09-01-99 to 08-31-00	2,663,892
Child Care Services - Child Care	93.658	07150Y00	09-01-98 to 08-31-99	25,879
Child Care Services - Child Care	93.658	07150Y00	09-01-99 to 08-31-00	50,279
Child Care Services - Child Care	93.667	07150Y00	09-01-98 to 08-31-99	22,711
Child Care Services - Child Care	93.667	07150Y00	09-01-99 to 08-31-00	32,613
				<u>5,300,520</u>
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				<u>11,710,402</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE PERIOD ENDED APRIL 30, 2000

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
<u>U.S. DEPARTMENT OF AGRICULTURE</u>				
Passed Through Texas Department of Health and Human Services:				
Child and Adult Care Food Program	10.558	TX161-0005	10-01-98 to 09-30-99	\$ 164,846
Child and Adult Care Food Program	10.558	TX161-0005	10-01-99 to 09-30-00	291,019
				<u>455,865</u>
Passed Through Texas Workforce Commission:				
Child Care Services - Child Care	10.561	07150YOO	09-01-98 to 08-31-99	558
Child Care Services - Child Care	10.561	07150YOO	09-01-99 to 08-31-00	211
				<u>769</u>
TOTAL U.S. DEPARTMENT OF AGRICULTURE				<u>456,634</u>
<u>U.S. DEPARTMENT OF EDUCATION</u>				
Passed Through Texas Department of Education:				
ESEA Title I Part A-Improving Basic Programs	84.010A	00-161801		47,363
IDEA - Part B, Formula	84.027	00-161801		2,969
IDEA - Part B, Preschool	84.173	00-161801		1,002
National and Community Service Trust Account	94.004	00-161801		1,900
				<u>53,234</u>
<u>U.S. DEPARTMENT OF ENERGY</u>				
Passed Through Texas Department of Housing and Community Affairs:				
Weatherization Assistance for Low-Income Persons	81.042	567037	04-01-99 to 03-31-00	62,278
Weatherization Assistance for Low-Income Persons	81.042	567037	04-01-00 to 03-31-01	6,298
				<u>68,576</u>
<u>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>				
Passed Through the City of Waco:				
Emergency Shelter Grants Program	14.231	244-4533-555	10-01-98 to 09-30-99	11,332
Emergency Shelter Grants Program	14.231	245-4533-555	10-01-99 to 09-30-00	6,312
				<u>17,644</u>
Passed Through Texas Department of Housing and Community Affairs:				
Owner Occupied Housing Assistance	14.239	532501	08-01-97 to 06-30-00	47,336
TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				<u>64,980</u>
<u>U.S. DEPARTMENT OF LABOR</u>				
Passed Through Texas Workforce Commission:				
Child Care Services - Child Care	17.253	07150YOO	09-01-99 to 08-31-00	38,555
TOTAL ALL FEDERAL AWARDS				<u>\$ 12,408,136</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE PERIOD ENDED APRIL 30, 2000

FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	CONTRACT PERIOD	DISBURSEMENTS/ EXPENDITURES
STATE AWARDS:				
Passed Through Texas Department of Housing and Community Affairs:				
Temporary Emergency Relief Program	N/A	528037	09-01-98 to 08-31-99	\$ 17,377
Temporary Emergency Relief Program	N/A	520037	09-01-99 to 08-31-00	10,254
				<u>27,631</u>
Energy Policy Act	N/A	C-950006	05-15-95 to 05-14-99	98,401
Energy Policy Act	N/A	C-950006	05-15-99 to 05-15-00	73,257
				<u>171,658</u>
Passed Through Texas Education Agency:				
Waco Charter School	N/A	77590105		<u>1,102,516</u>
Passed Through Texas Youth Commission:				
Chemical Dependency Counseling	N/A	SS98121	09-01-97 to 08-31-99	43,164
Chemical Dependency Counseling	N/A	SS00025	09-01-99 to 08-31-01	5,509
				<u>48,673</u>
Passed Through Texas Department of Housing and Community Affairs:				
TU Electric Weatherization Piggy- back program	N/A	446037	04-01-99 to 03-31-00	67,158
TU Electric Weatherization Piggy- back program	N/A	446037	04-01-00 to 03-31-01	1,360
				<u>68,518</u>
TNMP Piggyback Program	N/A	339037	01-01-00 to 12-31-00	<u>9,313</u>
TOTAL STATE AWARDS				\$ <u>1,428,309</u>
TOTAL FEDERAL AND STATE AWARDS				\$ <u>13,834,445</u>

See accompanying notes to Schedule of Expenditures of Federal and State Awards.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED APRIL 30, 2000

NOTE A: BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal and State Awards includes the federal and state grant activity of Economic Opportunities Advancement Corporation and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of the basic financial statements.

NOTE B: HEAD START PROGRAM

In accordance with the terms of the grant, the organization has expended matching contributions totaling \$1,073,096. This amount consists of the use value of facilities, donated services and materials.

NOTE C: SUB-RECIPIENTS

Of the federal expenditures presented in the schedule Economic Opportunities Advancement Corporation provided federal awards to sub-recipients as follows:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Provided to Sub-recipients</u>
Head Start Program	93.600	\$371,086

METZGAR & TRAPLENA, LLP.

CERTIFIED PUBLIC ACCOUNTANTS

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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

We have audited the financial statements of Economic Opportunities Advancement Corporation (a nonprofit organization) as of and for the year ended April 30, 2000, and have issued our report thereon dated December 20, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Economic Opportunities Advancement Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Economic Opportunities Advancement Corporation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Directors, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Metzgar, Traplena & Sullivan
METZGAR, TRAPLENA & SULLIVAN, L.L.P.

Waco, Texas
December 20, 2000

METZGAR, TRAPLENA & SULLIVAN, L.L.P.

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To The Board of Directors of
Economic Opportunities Advancement Corporation
Waco, Texas

Compliance

We have audited the compliance of Economic Opportunities Advancement Corporation (a nonprofit organization) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended April 30, 2000. Economic Opportunities Advancement Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Economic Opportunities Advancement Corporation's management. Our responsibility is to express an opinion on Economic Opportunities Advancement Corporation's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *"Audits of States, Local Governments, and Non-Profit Organizations."* Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Economic Opportunities Advancement Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Economic Opportunities Advancement Corporation's compliance with those requirements.

In our opinion, Economic Opportunities Advancement Corporation complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended April 30, 2000.

Internal Control Over Compliance

The management of Economic Opportunities Advancement Corporation is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Economic Opportunities Advancement Corporation's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be a material weakness.

This report is intended solely for the information of the Board of Directors, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Metzgar, Traplena & Sullivan

METZGAR, TRAPLENA & SULLIVAN, L.L.P.

Waco, Texas

December 20, 2000

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED APRIL 30, 2000

FINDING 99-1: In-kind, FINANCIAL STATEMENTS AUDIT

Condition: This finding was a reportable condition stating that computer generated in-kind reports used to accumulate and report monthly data are not reviewed for mathematical accuracy.

Recommendation: The auditor recommended that procedures be implemented requiring a knowledgeable person to randomly test several classroom calculations that contain both donated items and donated services.

Current Status: The recommendation was adopted in January 2000. No similar findings were noted in the 2000 audit.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

FINDING 99-2: Full Year Head Start Program, CFDA 93.600

The discussion for Finding 99-1 also applies to this finding.

FINDING 99-3: Full Year Head Start Program, CFDA 93.600

Condition: The contract with the Department of Health and Human Services required a monthly enrollment level of 837 (excluding the first 30 days and the last 60 days of the school year). The grantee's enrollment was under 837 pupils for seven (7) months of the contract period.

Recommendation: It was recommended that the grantee should obtain amended contracts or other written documentation from grantors rather than relying on oral assurances.

Current Status: Monthly enrollment levels were in compliance with the current year contract.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED APRIL 30, 2000

SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the financial statements of Economic Opportunities Advancement Corporation.
2. No instances of noncompliance material to the financial statements of the Economic Opportunities Advancement Corporation were disclosed during the audit.
3. The auditor's report on compliance for the major federal award programs for the Economic Opportunities Advancement Corporation expresses an unqualified opinion on all major programs.
4. There were no audit findings that are required to be reported in accordance with Section 510(a) of Circular A-133.
5. The programs tested as major programs include:

<u>Programs</u>	<u>CFDA No.</u>
Head Start	93.600
Community Services Block Grant	93.569
Comprehensive Energy Assistance Program	93.568
Child Care Services	93.575
Child and Adult Care Food	10.558

6. The threshold for distinguishing types A and B programs was \$372,000.
7. The Economic Opportunities Advancement Corporation did not qualify as a low-risk auditee.

SUPPLEMENTARY INFORMATION

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 HEAD START GRANT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 CFDA NUMBER: 93.600
 CONTRACT NUMBER: 06CH5059-34
 CONTRACT PERIOD: 05-01-99 to 04-30-00

	FEDERAL		VARIANCE FAVORABLE (UNFAVORABLE)	LOCAL	TOTAL
	BUDGET	ACTUAL			
REVENUE					
Federal	\$ 4,180,806	\$ 4,153,597	\$ 27,209	\$ -	\$ 4,153,597
Interest income	-	368	(368)	-	368
Inkind (non-cash)	-	-	-	1,053,107	1,053,107
Local	-	-	-	24,480	24,480
TOTAL REVENUE	4,180,806	4,153,965	26,841	1,077,587	5,231,552
EXPENSE - HEAD START (Can 22)					
Personnel	2,300,260	2,018,526	281,734	484,067	2,502,593
Fringe benefits	639,301	587,742	51,559	-	587,742
Travel	22,087	21,030	1,057	-	21,030
Equipment	-	-	-	-	-
Supplies	65,000	182,405	(117,405)	155,268	337,673
Contractual	378,029	371,086	6,943	-	371,086
Facilities/Construction	110,000	110,000	-	-	110,000
Other	624,224	821,271	(197,047)	433,761	1,255,032
Program 22 Total Expense	4,138,901	4,112,060	26,841	1,073,096	5,185,156
EXPENSE - HEAD START T & TA (Can 20)					
Other	41,905	41,905	-	-	41,905
Program 20 Total Expense	41,905	41,905	-	-	41,905
EXPENSE - GRAND TOTAL	4,180,806	4,153,965	26,841	1,073,096	5,227,061
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ 4,491	\$ 4,491

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CSBG PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.569

CONTRACT NUMBER: 613037

CONTRACT PERIOD: 01-01-99 to 12-31-99

	BUDGET	FEDERAL		LOCAL		TOTAL
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
Federal	\$ 414,236	\$ 160,000	\$ 254,431	\$ -	\$ -	\$ 414,431
Local	-	-	-	205	290	495
TOTAL REVENUE	<u>414,236</u>	<u>160,000</u>	<u>254,431</u>	<u>205</u>	<u>290</u>	<u>414,926</u>
EXPENSE						
Federal:						
Personnel	240,000	13,788	118,082	-	-	131,870
Fringe benefits	69,000	22,276	54,018	-	-	76,294
Travel	6,216	2,624	7,780	-	-	10,404
Equipment	-	-	-	-	-	-
Supplies	9,000	7,455	13,302	-	-	20,757
Contractual	8,500	4,090	26,000	-	-	30,090
Other	81,520	31,182	113,834	373	380	145,769
TOTAL EXPENSE	<u>414,236</u>	<u>81,415</u>	<u>333,016</u>	<u>373</u>	<u>380</u>	<u>415,184</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ 78,585</u>	<u>\$ (78,585)</u>	<u>\$ (168)</u>	<u>\$ (90)</u>	<u>\$ (258)</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CSBG PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.569

CONTRACT NUMBER: 613037

CONTRACT PERIOD: 01-01-00 to 12-31-00

	<u>BUDGET</u>	<u>FEDERAL CURRENT YEAR</u>	<u>LOCAL CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
Federal	\$ 435,255	\$ 216,000	\$ -	\$ 216,000
Local	-	-	77	77
	<u>435,255</u>	<u>216,000</u>	<u>77</u>	<u>216,077</u>
TOTAL REVENUE				
EXPENSE				
Federal:				
Personnel	240,000	70,355	-	70,355
Fringe benefits	69,000	38,721	-	38,721
Travel	6,216	5,718	-	5,718
Equipment	-	-	-	-
Supplies	9,000	6,062	-	6,062
Contractual	11,839	9,301	-	9,301
Other	99,200	37,284	-	37,284
	<u>435,255</u>	<u>167,441</u>	<u>-</u>	<u>167,441</u>
TOTAL EXPENSE				
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 48,559	\$ 77	\$ 48,636

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs
 CFDA NUMBER: 93.568
 CONTRACT NUMBER: 587037
 CONTRACT PERIOD: 01-01-99 to 12-31-99

	<u>BUDGET</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
Federal	\$ 658,539	\$ 200,000	\$ 457,543	\$ 657,543
TOTAL REVENUE	<u>658,539</u>	<u>200,000</u>	<u>457,543</u>	<u>657,543</u>
EXPENSE				
Administration	34,673	8,748	25,925	34,673
Case management	41,606	9,253	32,353	41,606
Travel	996	-	-	-
Energy crisis	58,126	1,485	192,078	193,563
Co-payment	232,506	46,901	81,293	128,194
Elderly assistance	116,253	17,327	132,072	149,399
Heating/cooling system	145,316	63,193	17,852	81,045
Direct services support	29,063	3,500	25,563	29,063
TOTAL EXPENSE	<u>658,539</u>	<u>150,407</u>	<u>507,136</u>	<u>657,543</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>49,593</u>	\$ <u>(49,593)</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.568

CONTRACT NUMBER: 587037

CONTRACT PERIOD: 01-01-00 to 12-31-00

	BUDGET	FEDERAL CURRENT YEAR	LOCAL CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 418,609	\$ 47,000	\$ -	\$ 47,000
Local	-	-	16	16
TOTAL REVENUE	418,609	47,000	16	47,016
EXPENSE				
Administration	22,024	1,832	-	1,832
Case management	26,429	1,700	-	1,700
Travel	996	-	-	-
Energy crisis	36,916	-	-	-
Co-payment	147,664	9,330	-	9,330
Elderly assistance	73,832	12,293	-	12,293
Heating/cooling system	92,290	7,819	-	7,819
Direct services support	18,458	-	-	-
TOTAL EXPENSE	418,609	32,974	-	32,974
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 14,026	\$ 16	\$ 14,042

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY FOOD AND SHELTER PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE
 FEDERAL GRANTOR: Federal Emergency Management Agency
 CFDA NUMBER: 83.523
 CONTRACT NUMBER: 18-8234-00 LR0 007
 CONTRACT PERIOD: 10-01-99 to 09-30-00

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ <u>10,000</u>	\$ <u>5,000</u>
TOTAL REVENUE	<u>10,000</u>	<u>5,000</u>
EXPENSE		
Client services	<u>10,000</u>	<u>5,229</u>
TOTAL EXPENSE	<u>10,000</u>	<u>5,229</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>(229)</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY FOOD AND SHELTER PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: Federal Emergency Management Agency

CFDA NUMBER: 83.523

CONTRACT NUMBER: 17-8234-00 LR0 007

CONTRACT PERIOD: 10-01-98 to 09-30-99

	BUDGET	PRIOR YEAR	CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 10,000	\$ 5,000	\$ 5,000	\$ 10,000
TOTAL REVENUE	<u>10,000</u>	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>
EXPENSE				
Client services	10,000	1,474	8,526	10,000
TOTAL EXPENSE	<u>10,000</u>	<u>1,474</u>	<u>8,526</u>	<u>10,000</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 3,526	\$ (3,526)	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EPACT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: C-950006
 CONTRACT PERIOD: 05-15-95 to 05-14-99

	BUDGET	PRIOR YEAR	CURRENT YEAR	TOTAL
REVENUE				
State	\$ 443,716	\$ 343,315	\$ 100,401	\$ 443,716
TOTAL REVENUE	<u>443,716</u>	<u>343,315</u>	<u>100,401</u>	<u>443,716</u>
EXPENSE				
Administration	14,500	12,500	-	12,500
Low income intervention	429,216	330,815	98,401	429,216
TOTAL EXPENSE	<u>443,716</u>	<u>343,315</u>	<u>98,401</u>	<u>441,716</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EPACT
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: C-950006
 CONTRACT PERIOD: 05-15-95 to 05-14-00

	<u>BUDGET</u>	<u>PRIOR YEARS</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
State	\$ 641,366	443,716	\$ 73,257	\$ 516,973
TOTAL REVENUE	<u>641,366</u>	<u>443,716</u>	<u>73,257</u>	<u>516,973</u>
EXPENSE				
Administration	16,500	12,500	-	12,500
Low income intervention	624,866	429,216	73,257	502,473
TOTAL EXPENSE	<u>641,366</u>	<u>441,716</u>	<u>73,257</u>	<u>514,973</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>2,000</u>	<u>\$ -</u>	<u>\$ 2,000</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HAP'N PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

CONTRACT PERIOD: 01-01-99 to 12-31-99

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE			
Local	\$ <u>2,751</u>	\$ <u>-</u>	\$ <u>2,751</u>
TOTAL REVENUE	<u>2,751</u>	<u>-</u>	<u>2,751</u>
EXPENSE			
Client services	<u>2,257</u>	<u>494</u>	<u>2,751</u>
TOTAL EXPENSE	<u>2,257</u>	<u>494</u>	<u>2,751</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ 494</u>	<u>\$ (494)</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HAP'N PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

CONTRACT PERIOD: 01-01-00 TO 12-31-00

	CURRENT YEAR
REVENUE	
Community Council of Greater Dallas	\$ 795
TOTAL REVENUE	795
EXPENSE	
Client services	795
TOTAL EXPENSE	795
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
DEPARTMENT OF ENERGY WEATHERIZATION PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Energy

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 81.042

CONTRACT NUMBER: 567037

CONTRACT PERIOD: 04-01-99 to 03-31-00

	BUDGET	FEDERAL PRIOR YEAR	FEDERAL CURRENT YEAR	LOCAL	TOTAL
REVENUE					
Federal	\$ 69,574	\$ 23,670	\$ 44,801	\$ -	\$ 68,471
Local	-	-	-	6,256	6,256
TOTAL REVENUE	69,574	23,670	44,801	6,256	74,727
EXPENSE					
Materials	21,337	-	28,670	-	28,670
Program support	32,005	6,191	24,060	6,256	36,507
Health and Safety	5,893	-	4	-	4
Administration	7,239	2	7,115	-	7,117
Financial audit	800	-	800	-	800
Insurance	1,500	-	829	-	829
Training	800	-	800	-	800
TOTAL EXPENSE	69,574	6,193	62,278	6,256	74,727
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 17,477	\$ (17,477)	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
DEPARTMENT OF ENERGY WEATHERIZATION PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Energy

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 81.042

CONTRACT NUMBER: 567037

CONTRACT PERIOD: 04-01-00 to 03-31-01

	<u>BUDGET</u>	<u>CURRENT YEAR</u>
REVENUE		
Federal	\$ 95,822	\$ 6,298
TOTAL REVENUE	<u>95,822</u>	<u>6,298</u>
EXPENSE		
Materials	29,752	-
Program support	44,628	5,670
Health and safety	8,340	-
Administration	10,002	352
Financial audit	800	-
Insurance	1,500	-
Training	800	276
TOTAL EXPENSE	<u>95,822</u>	<u>6,298</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 LIHEAP WEATHERIZATION
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.568

CONTRACT NUMBER: 817037

CONTRACT PERIOD: 04-01-99 to 03-31-00

	BUDGET	FEDERAL CURRENT YEAR	LOCAL	TOTAL
REVENUE				
Federal	\$ 216,311	\$ 216,311	\$ -	\$ 216,311
Local	-	-	37,194	37,194
TOTAL REVENUE	<u>216,311</u>	<u>216,311</u>	<u>37,194</u>	<u>253,505</u>
EXPENSE				
Materials	73,773	109,361	-	109,361
Program support	110,660	92,571	35,072	127,643
Health and safety	20,493	2,994	-	2,994
Administration	11,385	11,385	-	11,385
TOTAL EXPENSE	<u>216,311</u>	<u>216,311</u>	<u>35,072</u>	<u>251,383</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,122</u>	<u>\$ 2,122</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 LIHEAP WEATHERIZATION
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Health and Human Services

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 93.568

CONTRACT NUMBER: 817037

CONTRACT PERIOD: 04-01-00 to 03-31-01

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 83,692	\$ 290
TOTAL REVENUE	83,692	290
EXPENSE		
Materials	28,543	-
Program support	42,815	276
Health and safety	7,929	-
Administration	4,405	14
TOTAL EXPENSE	83,692	290
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 TNMP PIGGYBACK PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 339037
 CONTRACT PERIOD: 01-01-00 to 12-31-00

	BUDGET	CURRENT YEAR
REVENUE		
State	\$ 31,388	\$ 9,313
TOTAL REVENUE	31,388	9,313
EXPENSE		
Weatherization	29,213	8,886
Administration	2,175	427
TOTAL EXPENSE	31,388	9,313
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 TU ELECTRIC WEATHERIZATION PIGGYBACK PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 446037
 CONTRACT PERIOD: 04-01-99 to 03-31-00

	<u>BUDGET</u>	<u>CURRENT YEAR</u>
REVENUE		
State	\$ 80,713	\$ 77,958
TOTAL REVENUE	<u>80,713</u>	<u>77,958</u>
EXPENSE		
Weatherization	79,213	67,158
Refrigerators	<u>1,500</u>	<u>-</u>
TOTAL EXPENSE	<u>80,713</u>	<u>67,158</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>10,800</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 TU ELECTRIC WEATHERIZATION PIGGYBACK PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 446037
 CONTRACT PERIOD: 04-01-00 to 03-31-01

	<u>BUDGET</u>	<u>CURRENT YEAR</u>
REVENUE		
State	\$ 31,142	\$ -
TOTAL REVENUE	<u>31,142</u>	<u>-</u>
EXPENSE		
Weatherization	28,543	1,360
Refrigerators	1,350	-
Administration	1,249	-
TOTAL EXPENSE	<u>31,142</u>	<u>1,360</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ (1,360)</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD AND ADULT CARE FOOD PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Agriculture

PASS THROUGH GRANTOR: Texas Department of Health and Human Services

CFDA NUMBER: 10.558

CONTRACT NUMBER: 161-0005

CONTRACT PERIOD: 10-01-98 to 09-30-99

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE			
Federal	\$ 266,034	\$ 111,352	\$ 377,386
TOTAL REVENUE	<u>266,034</u>	<u>111,352</u>	<u>377,386</u>
EXPENSE			
Personnel	63,913	65,007	128,920
Fringe benefits	34,757	22,644	57,401
Supplies	52,121	57,668	109,789
Other	<u>20,934</u>	<u>19,527</u>	<u>40,461</u>
TOTAL EXPENSE	<u>171,725</u>	<u>164,846</u>	<u>336,571</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ 94,309</u>	<u>\$ (53,494)</u>	<u>\$ 40,815</u>

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The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD AND ADULT CARE FOOD PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Agriculture

PASS THROUGH GRANTOR: Texas Department of Health and Human Services

CFDA NUMBER: 10.558

CONTRACT NUMBER: 161-0005

CONTRACT PERIOD: 10-01-99 to 09-30-00

	<u>CURRENT YEAR</u>
REVENUE	
Federal	\$ <u>363,575</u>
TOTAL REVENUE	<u>363,575</u>
 EXPENSE	
Personnel	127,107
Fringe benefits	34,253
Supplies	107,158
Other	<u>22,501</u>
TOTAL EXPENSE	<u>291,019</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	 \$ <u><u>72,556</u></u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY NUTRITION/TEMPORARY EMERGENCY RELIEF PROGRAM (ENTERP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 520037
 CONTRACT PERIOD: 09-01-99 to 08-31-00

	BUDGET	STATE CURRENT YEAR	LOCAL CURRENT YEAR	TOTAL
REVENUE				
State: General revenue	\$ 5,912	\$ 5,912	\$ -	\$ 5,912
Fuel overcharge	7,824	6,191	-	6,191
CEAP	5,912	-	5,912	5,912
TOTAL REVENUE	<u>19,648</u>	<u>12,103</u>	<u>5,912</u>	<u>18,015</u>
EXPENSE				
Client services	5,912	-	5,912	5,912
General revenue	5,912	4,063	-	4,063
Fuel overcharge	7,824	6,191	-	6,191
TOTAL EXPENSE	<u>19,648</u>	<u>10,254</u>	<u>5,912</u>	<u>16,166</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ 1,849</u>	<u>\$ -</u>	<u>\$ 1,849</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 EMERGENCY NUTRITION/TEMPORARY EMERGENCY RELIEF PROGRAM (ENTERP)
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Department of Housing and Community Affairs
 CONTRACT NUMBER: 528037
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	BUDGET	STATE		LOCAL		TOTAL
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
State: General revenue	\$ 5,807	\$ 5,564	\$ 228	\$ -	\$ -	\$ 5,792
Fuel overcharge	24,157	6,872	17,149	-	-	24,021
Comprehensive Energy Assistance Program	29,964	-	-	12,436	17,528	29,964
	<u>59,928</u>	<u>12,436</u>	<u>17,377</u>	<u>12,436</u>	<u>17,528</u>	<u>59,777</u>
EXPENSE						
Client services	29,964	-	-	12,436	17,528	29,964
General revenue	5,807	5,564	228	-	-	5,792
Fuel overcharge	24,157	6,947	17,149	-	-	24,096
	<u>59,928</u>	<u>12,511</u>	<u>17,377</u>	<u>12,436</u>	<u>17,528</u>	<u>59,852</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ (75)	\$ -	\$ -	\$ -	\$ (75)

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
STATE GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.667
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-98 to 08-31-99

	BUDGET	ON-GOING OPERATIONS		NON-FEDERAL		CUMU-LATIVE
		PRIOR YEAR	CURRENT YEAR	PRIOR YEAR	CURRENT YEAR	
REVENUE						
Federal	\$ 666,339	\$ 486,506	\$ 155,278	\$ -	\$ -	\$ 641,784
Local donations	-	-	-	4,857	-	4,857
Interest	-	-	-	930	373	1,303
Administration reimbursement	-	25,595	7,172	-	-	32,767
TOTAL REVENUE	666,339	512,101	162,450	5,787	373	680,711
EXPENSE						
Exempted staffing expense	278,144	195,545	100,931	-	-	296,476
General staffing expense	127,798	83,290	40,142	-	-	123,432
Exempted staff fringe benefits	61,772	42,159	20,080	-	-	62,239
General staff fringe benefits	30,099	19,228	9,208	-	-	28,436
Indirect cost	86,188	58,125	31,595	-	-	89,720
Exempted other expense	54,353	43,710	25,314	-	-	69,024
General other expense	27,985	20,684	10,850	-	-	31,534
Other expense	-	-	-	8,991	80	9,071
TOTAL EXPENSE	666,339	462,741	238,120	8,991	80	709,932
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 49,360	\$ (75,670)	\$ (3,204)	\$ 293	\$ (29,221)

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: Texas Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.667
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-99 to 08-31-00

	BUDGET	ON-GOING OPERATIONS CURRENT YEAR	NON- FEDERAL CURRENT YEAR	CUMU- LATIVE
REVENUE				
Federal	\$ 741,500	\$ 509,967	\$ -	\$ 509,967
Local donations	-	-	4,245	4,245
Interest	-	-	385	385
Administration reimbursement	-	24,087	-	24,087
TOTAL REVENUE	<u>741,500</u>	<u>534,054</u>	<u>4,630</u>	<u>538,684</u>
EXPENSE				
Exempted staffing expense	331,899	231,341	-	231,341
General staffing expense	129,290	91,862	-	91,862
Exempted staff fringe benefits	81,607	50,062	-	50,062
General staff fringe benefits	33,497	20,313	-	20,313
Indirect cost	57,629	38,350	-	38,350
Exempted other expense	70,309	71,946	-	71,946
General other expense	37,269	22,473	-	22,473
Other expense	-	-	5,054	5,054
TOTAL EXPENSE	<u>741,500</u>	<u>526,347</u>	<u>5,054</u>	<u>531,401</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>7,707</u>	\$ <u>(424)</u>	\$ <u>7,283</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE SERVICES VENDOR DIRECT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575, 93.667, 93.556, 93.596, 93.658, 10.561
 CONTRACT NUMBER: 07150Y00
 CONTRACT PERIOD: 09-01-98 to 08-31-99

	PRIOR YEAR	FEDERAL CURRENT YEAR	CUMU- LATIVE	PRIOR YEAR	LOCAL CURRENT YEAR	CUMU- LATIVE
REVENUE						
Federal	\$ 2,584,199	\$ 2,110,419	\$ 4,694,618	\$ -	\$ -	\$ -
Local donations	-	-	-	-	-	-
Interest	-	-	-	447	145	592
Administrative reimbursement	-	-	-	-	-	-
TOTAL REVENUE	<u>2,584,199</u>	<u>2,110,419</u>	<u>4,694,618</u>	<u>447</u>	<u>145</u>	<u>592</u>
EXPENSE						
Direct services	2,584,199	2,110,419	4,694,618	239	16	255
Other expense	-	-	-	208	129	337
TOTAL EXPENSE	<u>2,584,199</u>	<u>2,110,419</u>	<u>4,694,618</u>	<u>447</u>	<u>145</u>	<u>592</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHILD CARE SERVICES VENDOR DIRECT SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
 PASS THROUGH GRANTOR: Texas Workforce Commission
 CFDA NUMBER: 93.575, 93.667, 93.556, 93.558, 93.596, 17.253, 93.658, 10.561
 CONTRACT NUMBER: 07150YOO
 CONTRACT PERIOD: 09-01-99 to 08-31-00

	<u>FEDERAL CURRENT YEAR</u>	<u>LOCAL CURRENT YEAR</u>
REVENUE		
Federal	\$ 3,224,287	\$ -
Interest	<u>-</u>	<u>237</u>
TOTAL REVENUE	<u>3,224,287</u>	<u>237</u>
 EXPENSE		
Direct services	3,229,425	-
Other expense	<u>-</u>	<u>276</u>
TOTAL EXPENSE	<u>3,229,425</u>	<u>276</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	 \$ <u><u>(5,138)</u></u>	 \$ <u><u>(39)</u></u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-98 to 08-31-99

	<u>BUDGET</u>	<u>CAREGIVER TRAINING PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>CUMU- LATIVE</u>
REVENUE				
Federal	\$ 100,179	\$ 46,602	\$ 32,706	\$ 79,308
TOTAL REVENUE	<u>100,179</u>	<u>46,602</u>	<u>32,706</u>	<u>79,308</u>
EXPENSE				
Training college courses and CDA	11,000	5,879	5,096	10,975
Training - direct	16,949	15,034	7,365	22,399
Training - subcontract	55,620	13,911	9,275	23,186
CDA/CCP fees	1,400	-	1,300	1,300
Management services	15,210	8,141	13,307	21,448
TOTAL EXPENSE	<u>100,179</u>	<u>42,965</u>	<u>36,343</u>	<u>79,308</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ 3,637</u>	<u>\$ (3,637)</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: Texas Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-99 to 08-31-00

	CAREGIVER TRAINING	
	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ <u>73,833</u>	\$ <u>40,862</u>
TOTAL REVENUE	<u>73,833</u>	<u>40,862</u>
EXPENSE		
Training college courses and CDA	18,000	7,205
Training-direct	19,804	14,743
Training-subcontract	15,000	7,868
CDA/CCP fees	3,000	162
Management services	<u>18,029</u>	<u>7,597</u>
TOTAL EXPENSE	<u>73,833</u>	<u>37,575</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u> </u>	\$ <u>3,287</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES CONTRACT
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-98 to 08-31-99

	BUDGET	ECDR PRIOR YEAR	ECDR CURRENT YEAR	TOTAL
REVENUE				
Federal	\$ 215,627	\$ 162,467	\$ 37,480	\$ 199,947
TOTAL REVENUE	<u>215,627</u>	<u>162,467</u>	<u>37,480</u>	<u>199,947</u>
EXPENSE				
Direct assistance to vendors	44,722	5,524	40,121	45,645
Technical assistance	68,542	44,968	711	45,679
Resource room materials and supplies	17,917	16,141	3,217	19,358
Staff	40,805	26,824	10,832	37,656
Fringe benefits	10,944	5,842	2,317	8,159
Other activities	5,000	24,517	2,173	26,690
Other costs	17,163	3,406	2,862	6,268
Certification awards	2,534	2,360	165	2,525
Adaptive equipment	8,000	1,009	6,958	7,967
TOTAL EXPENSE	<u>215,627</u>	<u>130,591</u>	<u>69,356</u>	<u>199,947</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u> -</u>	\$ <u>31,876</u>	\$ <u>(31,876)</u>	\$ <u> -</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
CHILD CARE SERVICES
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL GRANTOR: U.S. Department of Health and Human Services
PASS THROUGH GRANTOR: Texas Workforce Commission
CFDA NUMBER: 93.575
CONTRACT NUMBER: 07150Y00
CONTRACT PERIOD: 09-01-99 to 08-31-00

	ECDR	
	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 107,334	\$ 27,156
TOTAL REVENUE	107,334	27,156
EXPENSE		
Direct assistance to vendors	25,000	1,731
Technical assistance	31,000	-
Resource room materials and supplies	5,000	2,069
Staff	17,966	12,123
Fringe benefits	4,718	3,571
Other activities	5,000	411
Other costs	13,650	4,350
Adaptive equipment	5,000	-
TOTAL EXPENSE	107,334	24,255
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 2,901

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 OWNER OCCUPIED HOUSING ASSISTANCE PROGRAM
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Housing and Urban Development

PASS THROUGH GRANTOR: Texas Department of Housing and Community Affairs

CFDA NUMBER: 14.239

CONTRACT NUMBER: 532501

CONTRACT PERIOD: 08-01-97 to 06-30-00

	<u>BUDGET</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
Federal	\$ 156,000	\$ 9,934	\$ 47,336	\$ 57,270
TOTAL REVENUE	<u>156,000</u>	<u>9,934</u>	<u>47,336</u>	<u>57,270</u>
EXPENSE				
Contractors costs	120,000	4,980	48,945	53,925
Administration	6,000	-	-	-
Soft cost	<u>30,000</u>	<u>4,954</u>	<u>(1,609)</u>	<u>3,345</u>
TOTAL EXPENSE	<u>156,000</u>	<u>9,934</u>	<u>47,336</u>	<u>57,270</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u> -</u>	\$ <u> -</u>	\$ <u> -</u>	\$ <u> -</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WCEC EMERGENCY SHELTER GRANTS PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Housing and Urban Development

PASS THROUGH GRANTOR: City of Waco

CFDA NUMBER: 14.231

CONTRACT NUMBER: 245 4533 555

CONTRACT PERIOD: 10-01-99 to 09-30-00

	BUDGET	CURRENT YEAR
REVENUE		
Federal	\$ 16,300	\$ 6,312
TOTAL REVENUE	16,300	6,312
EXPENSE		
Personnel	1,630	600
Purchased property services	5,740	1,613
Other purchased services	280	-
Supplies	7,940	3,325
Energy	710	774
TOTAL EXPENSE	16,300	6,312
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
WCEC EMERGENCY SHELTER GRANTS PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR: U.S. Department of Housing and Urban Development
PASS THROUGH GRANTOR: City of Waco
CFDA NUMBER: 14.231
CONTRACT NUMBER: 244 4533 555
CONTRACT PERIOD: 10-01-98 to 09-30-99

	FEDERAL			TOTAL
	BUDGET	PRIOR YEAR	CURRENT YEAR	
REVENUE				
Federal	\$ 17,917	\$ 6,400	\$ 11,242	\$ 17,642
TOTAL REVENUE	<u>17,917</u>	<u>6,400</u>	<u>11,242</u>	<u>17,642</u>
EXPENSE				
Personnel	8,600	3,985	4,615	8,600
Operations	6,002	261	5,732	5,993
Homeless prevention	3,315	2,154	985	3,139
TOTAL EXPENSE	<u>17,917</u>	<u>6,400</u>	<u>11,332</u>	<u>17,732</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ (90)	\$ (90)

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHEMICAL DEPENDENCY COUNSELING SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Youth Commission
 CONTRACT NUMBER: SS98121
 CONTRACT PERIOD: 09-01-97 to 08-31-99

	<u>BUDGET</u>	<u>PRIOR YEARS</u>	<u>CURRENT YEAR</u>	<u>TOTAL</u>
REVENUE				
State	\$ 80,000	\$ 61,488	\$ 8,025	\$ 69,513
TOTAL REVENUE	<u>80,000</u>	<u>61,488</u>	<u>8,025</u>	<u>69,513</u>
EXPENSE				
Personnel	51,450	11,581	39,869	51,450
Fringe benefits	7,400	601	-	601
Travel	5,150	2,059	1,475	3,534
Supplies	16,000	10,396	1,820	12,216
TOTAL EXPENSE	<u>80,000</u>	<u>24,637</u>	<u>43,164</u>	<u>67,801</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	<u>\$ -</u>	<u>\$ 36,851</u>	<u>\$ (35,139)</u>	<u>\$ 1,712</u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 CHEMICAL DEPENDENCY COUNSELING SERVICES
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

STATE GRANTOR: Texas Youth Commission
 CONTRACT NUMBER: SS00025
 CONTRACT PERIOD: 09-01-99 to 08-31-01

	BUDGET	CURRENT YEAR
REVENUE		
State	\$ 150,000	\$ 7,150
TOTAL REVENUE	150,000	7,150
EXPENSE		
Personnel	60,000	4,412
Fringe benefits	15,990	-
Travel	5,150	507
Supplies	67,860	590
Contractual	1,000	-
TOTAL EXPENSE	150,000	5,509
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ 1,641

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
SPECIAL
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

	<u>CURRENT YEAR</u>
REVENUE	
Interest	\$ 288
Local	<u>53,828</u>
TOTAL REVENUE	<u>54,116</u>
EXPENSE	
Other	<u>37,839</u>
TOTAL EXPENSE	<u>37,839</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u><u>16,277</u></u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
 LEASEHOLD
 SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
 FOR THE FISCAL YEAR ENDING APRIL 30, 2000

	<u>CURRENT YEAR</u>
REVENUE	
Local	\$ <u>808</u>
TOTAL REVENUE	<u>808</u>
EXPENSE	
Depreciation	<u>5,555</u>
TOTAL EXPENSE	<u>5,555</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u><u>(4,747)</u></u>

The accompanying notes are an integral part of these financial statements.

ECONOMIC OPPORTUNITIES ADVANCEMENT CORPORATION
HOME PROGRAM
SUPPLEMENTARY GRANT REVENUE AND EXPENSE SCHEDULE
FOR THE FISCAL YEAR ENDING APRIL 30, 2000

	<u>CURRENT YEAR</u>
REVENUE	
Local	\$ <u>15,077</u>
TOTAL REVENUE	<u>15,077</u>
EXPENSE	
Rehabilitation and maintenance	<u>10,753</u>
TOTAL EXPENSE	<u>10,753</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ <u><u>4,324</u></u>

The accompanying notes are an integral part of these financial statements.

WACO CHARTER SCHOOL
 SCHEDULE OF EXPENDITURES BY FUNCTION
 BUDGET (GAAP BASIS) AND ACTUAL - UNRESTRICTED NET ASSETS
 YEAR ENDED APRIL 30, 2000

Data Control Codes	BUDGET	ACTUAL	Variance Favorable (Unfavorable)
0010 <u>Instruction and Instructional-Related Services</u>			
0011 Instruction	\$ 656,292	\$ 630,125	\$ 26,167
0013 Curriculum & Instructional Staff Development	6,300	1,979	4,321
Total Instruction and Instructional-Related	<u>662,592</u>	<u>632,104</u>	<u>30,488</u>
0020 <u>Instructional and School Leadership</u>			
0021 Instructional Leadership	74,102	85,122	(11,020)
0023 School Leadership	80,546	43,532	37,014
Total Instructional and School Leadership	<u>154,648</u>	<u>128,654</u>	<u>25,994</u>
0030 <u>Support Services - Student (Pupil)</u>			
0031 Guidance, Counseling & Evaluation Services	77,254	89,947	(12,693)
0033 Health Services	38,000	38,062	(62)
0035 Food Services	-	23,076	(23,076)
0036 Cocurricular/Extracurricular Activities	-	54,533	(54,533)
Total Support Services - Student (Pupil)	<u>115,254</u>	<u>205,618</u>	<u>(90,364)</u>
0040 <u>Administrative Support Services</u>			
0041 General Administration	67,024	31,528	35,496
Total Administrative Support Services	<u>67,024</u>	<u>31,528</u>	<u>35,496</u>
0050 <u>Support Services - Nonstudent Based</u>			
0051 Plant Maintenance and Operations	269,595	220,660	48,935
0052 Security and Monitoring Services	3,000	3,490	(490)
0053 Data Processing Services	-	99	(99)
Total Support Services - Nonstudent Based	<u>272,595</u>	<u>224,249</u>	<u>48,346</u>
0060 <u>Ancillary Services</u>			
0061 Community Services	-	350	(350)
Total Ancillary Services	<u>-</u>	<u>350</u>	<u>(350)</u>
Total Expenditures	<u>\$ 1,272,113</u>	<u>\$ 1,222,503</u>	<u>\$ 49,610</u>

The accompanying notes are an integral part of these financial statements.

WACO CHARTER SCHOOL
Statement of Activities
BUDGET TO ACTUAL

Year Ended April 30, 2000

	Budget	Actual	Variance Favorable (Unfavorable)
CHANGES IN UNRESTRICTED NET ASSETS:			
Revenues and gains:			
Investment Income	\$20	\$137	\$117
Other Local & Intermediate Sources	157,050	26,612	(130,438)
State Program Revenues	1,254,423	1,123,680	(130,743)
Total unrestricted revenues and gains	<u>1,411,493</u>	<u>1,150,429</u>	<u>(261,064)</u>
NET ASSETS RELEASED FROM RESTRICTIONS:			
State Program Revenues	31,725	27,379	(4,346)
Federal Program Revenues	53,321	119,987	66,666
Total net assets released from restrictions	<u>85,046</u>	<u>147,366</u>	<u>62,320</u>
Total unrestricted revenues, gains and other support	<u>1,496,539</u>	<u>1,297,795</u>	<u>(198,744)</u>
EXPENSES AND LOSSES:			
Program Services			
Instruction and Instructional Related Services	662,592	632,104	30,488
Instructional and School Leadership	154,648	128,654	25,994
Support Services - Student	115,254	205,618	(90,364)
Total Program Services	<u>932,494</u>	<u>966,376</u>	<u>(33,882)</u>
Supporting Services			
Administrative Support Services	67,024	31,528	35,496
Support Services - Nonstudent Based	272,595	224,249	48,346
Ancillary Services	0	350	(350)
Total Supporting Services	<u>339,619</u>	<u>256,127</u>	<u>83,492</u>
Total Expenses and Losses:	<u>1,272,113</u>	<u>1,222,503</u>	<u>49,610</u>
INCREASE IN UNRESTRICTED NET ASSETS	<u>224,426</u>	<u>75,292</u>	<u>(149,134)</u>
Changes in Temporarily Restricted Net Assets			
Receipts	85,046	147,366	62,320
Other resources	0	0	0
Net assets released from restrictions	<u>(85,046)</u>	<u>(147,366)</u>	<u>(62,320)</u>
Increase (Decrease) in temporarily restricted net assets	<u>0</u>	<u>0</u>	<u>0</u>
Increase (Decrease) in Net Assets	<u>224,426</u>	<u>75,292</u>	<u>(149,134)</u>
Net Assets, April 30, 1999	<u>(52,966)</u>	<u>(52,966)</u>	<u>0</u>
Net Assets, April 30, 2000	<u>\$171,460</u>	<u>\$22,326</u>	<u>(\$149,134)</u>

The accompanying notes are an integral part of these financial statements.

INITIAL REPORT OF BENEFITS OR CAMPAIGN CONTRIBUTIONS CONFERRED ON
MEMBERS OF OR CANDIDATES FOR THE STATE BOARD OF EDUCATION
For the period May 12, 2000 to the present

Individual making report Lorita Manning

Employer or Company Represented EOAC Waco Charter School

Position Director

Services Rendered to SBOE or Contract, Grant, or Charter Issued by SBOE

Transaction 1.

DATE _____

AMOUNT _____

NAME OF PERSON (S) RECEIVING BENEFIT OR CONTRIBUTION

DETAILED DESCRIPTION OF EXPENDITURE

Waco Charter School

Transaction 2.

DATE _____

AMOUNT _____

NAME OF PERSON (S) RECEIVING BENEFIT OR CONTRIBUTION

DETAILED DESCRIPTION OF EXPENDITURE _____

Transaction 3.

DATE _____

AMOUNT _____

NAME OF PERSON (S) RECEIVING BENEFIT OR CONTRIBUTION

DETAILED DESCRIPTION OF EXPENDITURE _____

CONTRACT

RECEIVED

JUN 13 2001

CONTRACT FOR CHARTER RENEWAL

STATE BOARD OF EDUCATION

This contract is executed between the Texas State Board of Education, 1701 North Congress Avenue, Austin, Texas 78701-1494 (the "Board") and Economic Opportunities Advancement Corporation of Planning Region XI, 500 Franklin Avenue, Waco, Texas, 76701 ("Charterholder") for an open-enrollment charter to operate a Texas public school known as EOAC Waco Charter 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 Economic Opportunities Advancement Corporation of Planning Region XI, the sponsoring entity identified in the charter application.

"Charter school" means EOAC Waco Charter School, the open-enrollment charter school. Economic Opportunities Advancement Corporation of Planning Region XI agrees to operate EOAC Waco Charter 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 Economic Opportunities Advancement Corporation of Planning Region XI 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 Economic Opportunities Advancement Corporation of Planning Region XI to operate EOAC Waco Charter 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

AS Initialed by the SBOE Chair on 5/13/2001.

Initialed by the Charterholder Chair on 6/1/2001.

GA Initialed by the Charterholder CEO on 6/7/2001.

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the governing body of the charter school. Charterholder may not engage or modify the terms of the 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.

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48 Initialed by the SBOE Chair on 1/13/2001.

Initialed by the Charterholder Chair on 1/1/2001.

Initialed by the Charterholder CEO on 1/7/2001.

2 of 6

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 120th 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.

SS Initialed by the SBOE Chair on 7/13 /2001.
PA Initialed by the Charterholder Chair on 1 /2001.
PA Initialed by the Charterholder CEO on 6/7 /2001.

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22. Interested Transactions. All financial transactions between the charter school and (a) 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.

 Initialed by the SBOE Chair on 7/13/2001.

 Initialed by the Charterholder Chair on 1/1/2001.

 Initialed by the Charterholder CEO on 4/7/2001.

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Suspension of operations in violation of this paragraph shall constitute abandonment of this contract 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

JS Initialed by the SBOE Chair on 7/13/2001.
JA Initialed by the Charterholder Chair on 1/1/2001.
Initialed by the Charterholder CEO on 1/7/2001.

Request for Proposals dated October 1995; (b) applicable law; and (c) all commitments and 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.

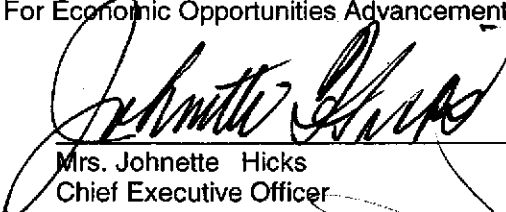
For the State Board of Education:



Grace Shore, Chair

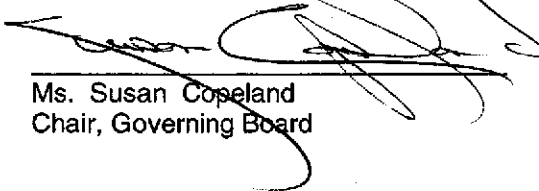
7-13-01
Date

For Economic Opportunities Advancement Corporation of Planning Region XI:



Mrs. Johnette Hicks
Chief Executive Officer

6/7/01
Date



Ms. Susan Copeland
Chair, Governing Board

6-7-01
Date

gs Initialed by the SBOE Chair on 7/13/2001.

JA Initialed by the Charterholder Chair on 6/7/2001.

JA Initialed by the Charterholder CEO on 6/7/2001.

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 Economic Opportunities ("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 2001. 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

Economic Opportunities
622 North 17th Street
Waco, Texas


By Dr. Jack Christie, Chairman


By Johnette Hicks, Executive Director