

Goodwater Montessori Public Charter School

Goodwater Montessori Board Meeting Agenda

DATE: Tue January 25th, 2022

TIME: 6:30pm - 8:00pm CST

LOCATION: 402 W 8th St, Georgetown, TX 78626, Georgetown Library

GROUPS: Board, Board Support Staff

1. **Call To Order**

Expected to be in attendance: Carl Illig, Mary Evelyn Bowling, Christopher Hinds, Jan MacWatters, and Suzanne Robinson. The following staff is expected to be in attendance: Dr. Bruce Tabor, Marcy Steward, Sandy Worcester, and Kristi Lee.

2. **Public Comments**

Speakers will be allocated 2 minutes for public comments on matters of public concern.

3. **Consent Agenda**

a. **Financial Report**

b. **Enrollment Report**

c. **Special Programs Report**

d. **Student Academic Update**

e. **Facilities Report**

f. **Marketing Report**

g. **Covid-19 Report**

h. **Curriculum and Instruction Report**

i. **Contracts and Agreements**

MARCY STEWARD

- i. Book Nook
- ii. E-Therapy
- iii. Ratify all previous Vendors

j. **Minutes from December 14, 2021**

4. **Discussion and Action Items**

a. **Consideration: 2020/2021 Audit**

- i. Board President and Secretary Signature p.3

b. **Consideration: Back to School Plan - 6 month review**

MARCY STEWARD

- i. ESSER and Public Comment

c. **Superintendent/CEO Report**

d. **Consideration: Emergency Operations Plan**

- i. Resolution

e. **Consideration: COVID Protocols**

- i. Employee Leave
- ii. Attendance

f. **Consideration: Updated Policy Adoption**

- i. 1.13 School Visitors

ii. 1.14 Internet Safety

iii. 1.16 Emergency Plans

iv. 1.17 Crisis and Trauma Response

v. 3.21 School Safety Student Transfers

vi. 3.27 Personal Telecommunications Electronic Devices

vii. 3.31 Student Fees

viii. 3.36 Student Discipline

ix. 3.37 Discipline of Students with Disabilities

x. 3.4 Admission and Enrollment

xi. 4.11 Reporting Employee Misconduct

xii. 4.12 Reporting Misconduct & Neglect

xiii. 4.25 Vacation and Sick Leave

g. **Raise Craze Fundraiser February 2022**

h. **Consideration: Charter Renewal Submission**

i. Section VIII.6 Certificate of Acknowledgement

5. **Closed Session**

Per Texas Government Code section §551.074 to discuss Personnel matters and/or
Per Texas Government Code section §551.071 for a consultation with the school
attorney and/or Per Texas Government Code section 551.072 to discuss Real
Property.

6. **Announce Date and Time of Next Board Meeting**

7. **Adjourn**

Goodwater Montessori
Statement of Financial Position

	As of 11/30/21	As of 12/31/21
ASSETS		
Cash	\$ 675,450	\$ 586,884
Accounts Receivable	\$ 49,965	\$ 171,687
Deferred Expense	\$ -	\$ -
Total Current Assets	\$ 725,416	\$ 758,571
Security Deposit	\$ 50,000	\$ 50,000
Fixed Assets	\$ 193,699	\$ 193,699
Total Long Term Assets	\$ 243,699	\$ 243,699
Total Assets	\$ 969,115	\$ 1,002,271
LIABILITIES and EQUITY		
Accounts Payable	\$ 14,372	\$ 28,140
Loans Payable - Current Year		
Payroll Liabilities	\$ 26,327	\$ 53,696
Accrued Wages	\$ 186	\$ 70,595
Deferred Revenue	\$ -	\$ -
Current Liabilities	\$ 40,885	\$ 152,432
Loans Payable - Long-Term		
Long Term Liabilities	\$ -	\$ -
With Donor Restrictions		
Without Donor Restrictions	\$ 912,507	\$ 912,507
Revenue / Expenses	\$ 15,723	\$ 229,292
Net Assets	\$ 928,230	\$ 1,141,799
Total Liabilities and Equity	\$ 969,115	\$ 1,294,231

This report is based on unreconciled December financials and is subject to change.

Goodwater Montessori
Statement of Activities

		2021/2022 Initial Budget	2021/2022 Thru 12/31/21
211 - Title I Part A			
00-5929	Federal Revenue	\$	10,602
13-6000	Curriculum Development	\$	4,308
21-6000	Instructional Leadership	\$	6,119
41-6000	General Administration	\$	175
		<u>\$</u>	<u>\$</u> 10,602
		\$	-
224 - IDEA - Part B, Formula			
00-5929	Federal Revenue	\$	36,231
11-6000	Instructional	\$	35,981
41-6000	General Administration	\$	250
		<u>\$</u>	<u>\$</u> 36,231
		\$	-
225 - IDEA - Part B, Preschool			
00-5929	Federal Revenue		
11-6000	Instructional		
		<u>\$</u>	<u>\$</u> -
		\$	-
255 - Title II, Part A: Teacher Principal Training			
00-5929	Federal Revenue	\$	25
41-6000	General Administration	\$	25
		<u>\$</u>	<u>\$</u> 25
		\$	-
289 - Title IV			
00-5929	Federal Revenue	\$	50
41-6000	General Administration	\$	50
		<u>\$</u>	<u>\$</u> 50
		\$	-
282 - ESSER III			
00-5929	Federal Revenue	\$	42,867
11-6000	Instructional	\$	16,524
12-6000	Library and Media	\$	103
13-6000	Curriculum Development	\$	22,812
21-6000	Instructional Leadership	\$	412
23-6000	School Leadership	\$	1,239
41-6000	General Administration	\$	618
51-6000	Facilities Maintenance and Operations	\$	206
61-6000	Community Services	\$	953
		<u>\$</u>	<u>\$</u> 42,867
		\$	-
283 - ESSER Supp			
00-5929	Federal Revenue	\$	42,374
21-6000	Instructional Leadership	\$	18,379
31-6000	Guidance, Counseling and Evaluation	\$	23,995
		<u>\$</u>	<u>\$</u> 42,374
		\$	-
410 - State Textbook Fund			
00-5829	State Revenue	\$	-
11-6000	Instructional	\$	1,440
		<u>\$</u>	<u>\$</u> (1,440)

Goodwater Montessori
Statement of Activities

		2021/2022 Initial Budget	2021/2022 Thru 12/31/21	
460 - Microeconomy				33.333%
00-57xx	Local Revenue	\$ 2,000	\$ -	0.00%
11-6000	Instructional			
61-6000	Community Services	\$ 2,000	\$ -	
		<u>\$ 2,000</u>	<u>\$ -</u>	0.00%
		\$ -	\$ -	
461 - Campus Activity Accounts				
00-57xx	Local Revenue	\$ 8,000	\$ 873	10.91%
11-6000	Instructional			
36-6000	Extra-curricular	\$ 8,000	\$ 1,704	
		<u>\$ 8,000</u>	<u>\$ 1,704</u>	21.30%
		\$ -	\$ (831)	
465 - After School				
00-57xx	Local Revenue	\$ 55,000	\$ 21,556	39.19%
61-6000	Community Services	\$ 50,000	\$ 11,792	
		<u>\$ 50,000</u>	<u>\$ 11,792</u>	23.58%
		\$ 5,000	\$ 9,764	
199 - Fundraising				
00-5744	Local Donations	\$ 3,000	\$ 2,215	
00-57xx	Local Revenue			
		<u>\$ 3,000</u>	<u>\$ 2,215</u>	73.84%
11-6000	Instructional	\$ 500	\$ 2,797	559.42%
23-6000	School Leadership	\$ 2,500	\$ 1,040	41.59%
		<u>\$ 3,000</u>	<u>\$ 3,837</u>	127.90%
	Fundraising Gain/(Loss)	\$ -	\$ (1,622)	
240 - Ntl School Lunch & Breakfast				
00-5751	Local Revenue	\$ 10,000	\$ 7,063	
00-5829	State Revenue			
00-592x	Federal Revenue	\$ 60,000		
00-5939	Federal Revenue		\$ 614	
00-5923	Commodities			
		<u>\$ 70,000</u>	<u>\$ 7,677</u>	10.97%
35-6000	Food Services	\$ 70,000	\$ 20,257	28.94%
	Food Service Gain/(Loss)	\$ -	\$ (12,580)	
420 - General Fund				
00-57xx	Local Revenue	\$ 107,000	\$ 35,329	33.02%
00-581x	State Revenue ASF/FSP	\$ 3,200,000	\$ 1,321,162	41.29%
		<u>\$ 3,307,000</u>	<u>\$ 1,356,491</u>	
11-6000	Instructional	\$ 1,808,000	\$ 637,194	35.24%
12-6000	Library and Media	\$ 16,000	\$ 4,875	30.47%
13-6000	Curriculum Development	\$ 2,000		0.00%
21-6000	Instructional Leadership	\$ 25,000		0.00%
23-6000	School Leadership	\$ 240,000	\$ 85,892	35.79%
31-6000	Guidance, Counseling and Evaluation	\$ 18,000		0.00%
33-6000	Health Services	\$ 4,500		0.00%
35-6000	Food Services	\$ 3,000	\$ 160	5.35%
41-6000	General Administration	\$ 185,000	\$ 75,353	40.73%
51-6000	Facilities Maintenance and Operations	\$ 900,000	\$ 297,313	33.03%
52-6000	Security	\$ 1,000		0.00%
53-6000	Data Processing Services	\$ 93,000	\$ 15,653	16.83%
61-6000	Community Services	\$ 16,500	\$ 4,050	24.54%
71-6000	Debt Service			
		<u>\$ 3,312,000</u>	<u>\$ 1,120,490</u>	33.83%
	General Fund Gain/(Loss)	\$ (5,000)	\$ 236,000	
	Total Revenue	<u>\$ 3,445,000</u>	<u>\$ 1,520,961</u>	44.15%
	Total Expenditures	<u>\$ 3,445,000</u>	<u>\$ 1,291,669</u>	37.49%
	Net Asset Gain/(Loss)	<u>\$ -</u>	<u>\$ 229,292</u>	

January 2022 Goodwater Montessori Board of Directors Meeting

Registrar & Attendance Report by Kim Hodges

Grade Level	Grade	Grade	Grade	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
Primary	PK3	PK4	KG	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
Cypress	5	10	11	26	27	1	
Desert Willow	8	6	9	23	25	2	PK3 = 20
Maple	6	7	8	21	22	1	PK4 = 24
Mulberry	5	8	9	22	22	0	KG = 36
Sassafras	8	7	9	24	24	0	
Grand Total	32	38	46	116	120	4	80
Lower Elementary	1st	2nd	3rd	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
Cardinal	8	9	5	22	22	0	
Hummingbird	7	8	4	19	26	7	
Mockingbird	10	6	7	23	24	1	1st = 2
Redwing	11	5	10	26	27	1	2nd = 4
Roadrunner	7	10	9	26	27	1	3rd = 3
Warblers	8	10	3	21	24	3	
Grand Total	51	48	38	137	150	13	9
Upper Elementary	4th	5th	6th	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
				0			
Guadalupe	12	8	11	31	31	0	4th = 4
San Antonio	19	8	3	30	31	1	5th = 5
San Gabriel	11	7	9	27	31	4	6th = 2
Grand Total	42	23	23	88	93	5	11
Adolescents	7th	8th		Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:

January 2022 Goodwater Montessori Board of Directors Meeting

Registrar & Attendance Report by Kim Hodges

Grade Level	Grade	Grade	Grade	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
Bluebonnet	17			17	20	3	7th = 0
Bluebonnet		12		12	20	8	8th = 0
Grand Total	17	12		29	40	11	
Totals:							
				370	403	33	98

Average Daily Attendance from August 17, 2021 through January 14, 2022

Category	PK	KG	1	2	3	4	5	6	7	8	Total
A. Number of Days Taught 84											
B. Tot Days Membership - All Students	2801	3797	4266	3892	3204	3685	2017	1771	1503	1050	27986
C. Tot Days Absent - All Students	275.5	310	314	317	211	267	202	158	86	120	2260.5
D. Tot Days Present - All Students (B-C)	2455	3487	3952	3575	2993	3418	1815	1613	1417	930	25655
E. Ineligible Days Present	692.5	0	0	0	0	0	0	0	0	0	692.5
F. Tot Eligible Days Present (D-E)	1833	3487	3952	3575	2993	3418	1815	1613	1417	930	25033
G. Refined ADA (F/A)	21.82	41.51	47.05	42.56	35.63	40.69	21.61	19.2	16.87	11.07	298.01
H. Percentage Attendance (%)	87.65	91.84	92.64	91.86	93.41	92.75	89.99	91.08	94.28	88.57	91.67

Average Daily Attendance January 4, 2022 through January 14, 2022

Category	PK	KG	1	2	3	4	5	6	7	8	Total
A. Number of Days Taught 9											
B. Tot Days Membership - All Students	308.5	414	452	421	342	385	216	198	153	108	2997.5
C. Tot Days Absent - All Students	50.5	57	79	73	47	43	33	53	19	35	489.5
D. Tot Days Present - All Students (B-C)	250.5	357	373	348	295	342	183	145	134	73	2500.5
E. Ineligible Days Present	79	0	0	0	0	0	0	0	0	0	79
F. Tot Eligible Days Present (D-E)	179	357	373	348	295	342	183	145	134	73	2429
G. Refined ADA (F/A)	19.89	39.67	41.44	38.67	32.78	38	20.33	16.11	14.89	8.11	269.89
H. Percentage Attendance (%)	81.2	86.23	82.52	82.66	86.26	88.83	84.72	73.23	87.58	67.59	83.42

January 2022 Goodwater Montessori Board of Directors Meeting

Registrar & Attendance Report by Kim Hodges

Grade Level	Grade	Grade	Grade	Grand Total	Capacity of each Community	Number of Spots Available	Waitlist:
2022-2023 Proposed Admissions Timeline							
Application Period (8 weeks)	Feb 1st - March 25th						
Prospective Family Session Dates							
All Levels	Tuesday, February 1st at 5:30 - 6:30 with Tour at 4:30; Saturday, March 5th at 9:30 AM via Zoom						
Primary	Tuesday, February 8th at 5:30 - 6:30 with Tour at 4:30; Tuesday, March 8th at 5:30 - 6:30 with Tour at 4:30						
Elementary	Tuesday, February 15th at 5:30 - 6:30 with Tour at 4:30; Tuesday, March 22nd at 4:30 - 5:30 with Tour at 4:00						
Adolescent	Thursday, February 17th at 5:30 - 6:30 with Tour at 4:30; Tuesday, March 22nd at 6:00 - 7:00 with Tour at 5:30						
Week of Lottery (week after Application Period closes)	Week of March 28th						
Admissions and waitlist emails go out (week after lottery)	Week of April 4th						
Returning Student Intention Forms	Week of February 21st through March 4th						
New Student Registration	Week of April 4th with admit notices						
Returning Student Registration	Week of April 11th (these go out based on the intention forms)						
Current School 2021-2022 Year Statistics:							
31 Total No Shows for Beginning of the Year:							
2 in Adolescents; 10 in Upper EI; 6 in Lower EI; 13 in Primary							
121 Previously Enrolled Students (2019-20) No Longer Enrolled in 2021 (74 Total Families):							
51 Students Enrolled in Local Public School							
17 Students Moved out of Williamson County							
16 Students Home School							
15 Students Enrolled in a Charter School							
13 Students Enrolled in a Private School							
9 Students Unknown							
11 Students New to Goodwater 2021-22 Have Withdrawn Since August 17							
6 Students Enrolled in Local Public School							



Board Meeting Report
Special Programs Report 1/18/22
From Aaron Ball, Director of Special Programs

41 Current Special Programs Students

Eligibility Criteria includes Autism, Intellectual Disability, Speech Impairment, Other Health Impairment: ADHD, Emotional Disturbance (ED), Specific Learning Disabilities, Tourette Syndrome

20 - 504 students. These students receive accommodations in the classroom and/or dyslexia services

1 student 1:1 all day. He has an aide or teacher with him at all times throughout the day

2 students receive 1:1 behavior support for 3 hours or more

2 Dedicated Full-time Special Programs Aides

1 Part time Aide

2 Full-time Special Education Teachers (behavior support teacher position open)

E-counseling for social skills groups will be starting shortly to ensure IEP minutes are given until a permanent behavior support teacher is hired

TEA

CAP initial meeting took place on 1/10/22. 4 students need more clarifying documentation. Initial ARD meetings this year will be used as evidence of correction. Goodwater has until October 2022 to complete the corrected actions. We are on track to finish by the summer.

Dyslexia submission was completed. Requested documentation was submitted on 12/9/21. Parent notification of screeners has been included in Newsletter. School website has been updated with Dyslexia handbook and information for parents. These are part of the corrective actions requested from TEA.



January 25, 2022 Board Report

Submitted by Roberta Givens, School Improvement Coordinator

Assessment:

Current assessment activities include:

- Screening all first grade students for Dyslexia by January 31 as per TEA using the TPRI (Texas Primary Reading Inventory) on the CLI Engage platform (a TEA-approved screening tool)
- Administration of the Middle of the Year MAP (Measures of Academic Progress) assessment for Math and Reading January 24 through February 3rd.
- The 6th grade Reading Language Arts (RLA) STAAR Field Test will be administered February 16, 2022.
- A survey was sent to parents on January 18, 2022 to gauge their willingness to have their 3rd grade students participate in a “math camp” on Saturdays in February to enhance skills relating to strategies for STAAR exams online.

Accelerated Instruction (AI):

Students who qualified for AI according to HB4545 are still receiving small group tutoring and instruction in order to meet the 30 hour requirement. Curriculum for math currently consists of an online program called ST Math; but we will soon be adding another TCLAS computer program called “Zearn Math” to the AI curriculum. Currently, the reading AI curriculum consists of hard-copy student workbooks called “ThinkUp! ELAR”; but soon we will be adding an online (computer-based) program called “Book Nook” to the AI curriculum.



Facilities Report
01/25/2022

1. We are excited to introduce Sharmayne Smith who is now our Operations Generalist and will be responsible for ensuring repairs at the facility are completed.
2. She will also oversee our National School Lunch Program.
3. Speed Bumps and striping has been installed throughout the parking lot.
4. An estimate to build an office behind the Director of Special Programs office has been received and placed on the future project list.
5. At the orchard, the waystation for the Monarch Butterflies has been established by the 7th and 8th Grade students. A new walking path has been created adjacent to the orchard.
6. One of the wooden picnic tables was damaged over Winter Break and is being repaired by the Adolescent Community.
7. Georgetown Police Department is monitoring Stadium Drive speed limits in the morning and afternoon.
8. Custodian continues to work each day in assisting to keep the school sanitized due to COVID. The night custodian cleaning crew is deep cleaning the school each night as well.



GOODWATER MONTESSORI

Public Charter School

Board Meeting Report
Marketing and Recruiting Report
January 18, 2022
From Kristi Lee

Marketing:

I'm working with Kendall from the city of Georgetown to get us on the list for the Poppy Festival. We are having stickers printed with the correct information for the brochures that were printed incorrectly. We plan on using them to market to the new apartment complex and choose an area for a mass mailing.

I've designed a T-shirt and we are deciding how to make these available for families. Should they buy them directly from the vendor online, or should we have them printed and sell them at school.



Marketing and recruiting for new hires:

This past month we have received candidates from the postings on Indeed. I have updated our sites such as Handshake, teach-montessori.org, and Facebook. Linked In also proves to be a good place to meet people with a Montessori background.

Currently we are looking for a Special Education teacher with an emphasis on Behavior Management, an Upper Elementary Guide, and substitute teachers.



Goodwater Montessori Board Report - 1/18/22

Covid Report

Alma Lahmon

School Programs Coordinator

Williamson County remains in the Red Phase of Covid19 transmission and experiencing a surge of the Omicron Covid variant. Goodwater has also experienced a surge during the first two weeks of January resulting in a sharp increase in confirmed Covid19 cases, close contact cases and Covid symptom related student and staff absences.

During the week of Monday (1/10) and Sunday (1/16) the school documented a total of 24 confirmed Covid19 cases among staff and students. This has brought our cumulative case number up to 44 for the school year so far. A sharp increase of students and staff who are absent due to Covid19 related symptoms (not confirmed as Covid19) has also occurred due to a shortage of Covid19 testing.

Goodwater continues to institute Covid-19 protocols of mask-wearing, distancing, and hand hygiene. Families have been exceptional in mitigating the spread by completing Covid-19 symptoms assessments regularly and monitoring their children for symptoms.

GOODWATER MONTESSORI STUDENT PROCESS MAP FOR COVID-19

POSITIVE COVID TEST

Student Tests Positive for COVID-19

The Student may not attend school.

Parents email the campus attendance office and school nurse to inform the school that the student has tested positive for Covid19.

Student may return to campus when:

10 days have passed from symptoms onset

AND

Has improved symptoms

AND

At least 24 hours have passed (without the use of fever reducing medication)

COVID SYMPTOMS AT HOME OR SCHOOL

Student Symptoms for Covid-19

The Student may not attend school or will be assessed by the nurse and sent home.

Parent emails campus attendance office and school nurse to inform the school that the student is showing symptoms of Covid19

Student may return to campus when:

10 days have passed from symptoms onset

OR

Receipt of 1 negative PCR Covid Test at day 5;

OR

An alternative doctor's diagnosis

AND

Improvement of symptoms and at least 24 hours have passed with no fever (without the use of fever-reducing medication).

CLOSE CONTACT WITH SOMEONE IN HOUSEHOLD.

Student resides in the same household as someone who has tested positive for Covid19

The Student may not attend school.

Parents email the campus attendance office and school nurse that the student has had a close contact.

The student may return to campus when they have remained home to self-isolate for 10 days following their family member's symptom onset or positive test date (for asymptomatic cases), whichever comes first.

The student may test on day 11 and return to school with a negative Covid19 test result if they remain asymptomatic.

OR

Student has remained home to self isolate for 10 days beyond 10 days following their family member's symptom onset/positive test date (for asymptomatic cases), whichever is first (a minimum of 20 days from their family member's first day of symptoms/positive test.

Goodwater Montessori Staff Process Map for COVID-19

POSITIVE COVID19 TEST

Employee tests positive for Covid19

Employee may not attend work

The Employee submits notification of their positive Covid19 test via email to the Superintendent/CEO, School Programs Coordinator, Director of Montessori Instruction & Curriculum and Director of Business Operations as soon as possible.

The Employee may return to work when: 5 days have passed from symptom onset;

AND

Has improved symptoms;

AND

At least 24 hours have passed (without the use of fever reducing medication).

COVID SYMPTOMS

Employee reports experiencing one or more symptoms of COVID19 (new and different and lasting longer than 24 hours)

Employees may not attend work.

The Employee submits notification of their Covid19 symptoms via email to the Superintendent/CEO, School Programs Coordinator, Director of Montessori Instruction & Curriculum and Director of Business Operations as soon as possible.

The Employee may return to work when: 5 days have passed from symptom onset;

OR

Receipt of 1 negative PCR Covid19 test;

OR

An alternative diagnosis from a doctor

AND

Improvement of symptoms and at least 24 hours have passed with no fever.

CLOSE CONTACT

Employee resides in the same household as someone who has tested positive for COVID19 or with an individual who has tested positive for COVID19

The Employee may continue to work with adherence to guidelines below.

The Employee submits notification of their Covid19 symptoms via email to the Superintendent/CEO, School Programs Coordinator, Director of Montessori Instruction & Curriculum and Director of Business Operations as soon as possible.

Employees may continue to work. Employees must test periodically and can continue to report to work as long as there are no symptoms. Tests should be taken on Day 1 and Day 5 after initial exposure..

**In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is 2 days prior to the confirming test and continuing for 5 days following the positive results.

Instruction and Curriculum Report Submitted by Sandy Worcester

- Montessori and TEKS alignment is being streamlined in Math with Guides using Lead4Ward documents for Teacher and Student Learning Reports, which delineate each standard by what the student should be able to do.
- Our Corrective Action Plan requires that students identified as needing Tier 2 and Tier 3 instruction receive in class instruction during a dedicated Response to Intervention (RTI) time period. Student groups will be formed based on MOY MAP scores and begin in February. In addition, 3rd grade parents have been surveyed to indicate interest in their children receiving tutoring to prepare for the computer administered Math STAAR. This will be offered February 1 to March 5, 2022, from 9 to 11 am, and will be taught by Jordan Young. Tutoring in reading will be offered during the week in sessions from 3:15-3:45 and will be taught by Lower Elementary Guides.
- TEA requires teachers who teach K-3rd grade to complete a TEXAS Reading Academy by December 2023. We are joining Region 13's course sessions. The sessions are being offered at staggered dates through January 2023. So far, 9 Guides have registered for the course that began January 10.
- Guides and Assistants are completing 2022 Self-Evaluation Forms, which include goal-setting. Guides met with Sandy Worcester to indicate overall goals for the year. The Self-Evaluation and Goal Setting will be revisited in April for a final evaluation.

STUDENT RECRUITING SCHEDULE 2022-2023

1. Feb 1, 2022 - Prospective Parent General Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
2. Feb 8, 2022 - Primary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
3. Feb 15, 2022 - Elementary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
4. Mar 1, 2022 - Primary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
5. Mar 4, 2022 - Prospective Parent General Meeting on Zoom - 9:00 am - 10:00 am



Board Meeting Minutes
December 14, 2021
6:30 pm
Georgetown Public Library
Decisions are highlighted.

Expected to be in attendance: Carl Illig, Mary Evelyn Bowling, Christopher Hinds, Jan MacWatters, and Suzanne Robinson. The following staff is expected to be in attendance: Dr. Bruce Tabor, Marcy Steward, Kim Hodges, Alma Lahmon, and Kristi Lee.

In attendance: Carl Illig, Mary Evelyn Bowling, Christopher Hinds, Jan MacWatters, and Suzanne Robinson, Dr. Bruce Tabor, Marcy Steward, Kristi Lee

1. Carl Illig called the meeting to order at 6:32 pm.
2. There were no public comments.
3. Consent Agenda, Carl Illig pulled the Special Programs report from the consent agenda for discussion. **Chris Hinds motioned to approve the consent agenda without the Special Programs Report. Suzanne Robinson seconded the motion; then, the motion passed unanimously.** Discussion followed about the Behavior Specialist's resignation and the plan to fill the gaps. Dr. Bruce Tabor discussed the plan moving forward.

4. Discussion and Action Items

Dr. Bruce Tabor gives the Superintendent/CEO Report. He thanks the board, parents, staff, and students for volunteering at the Christmas Stroll and Parade. Other topics covered include our 7th, and 8th-grade students have been certified in CPR and Bleed Control. Our enrollment is at 370 students, and our attendance rate is 93%. We are managing Covid protocols and have not had a case on campus in several weeks. Roberta Givens and Jessica Hagerman are doing a great job in RTI and AI for our students. We see progress happening in these groups.

- b. Special Education Policies Chris Hinds pointed out an incomplete policy that needs editing. **Chris Hinds moved to approve the Special Education policies with the one change that will be updated. Mary Evelyn Bowling seconded the motion, and the motion passed unanimously.**

c. Personnel Policies Chris Hinds and Marcy Steward found areas in the Personnel Policies that need to be changed. Carl Illig moved to table the discussion item of Personnel Policies. Chris Hinds seconded the motion, and the motion passed unanimously.

d. Discussion of Charter Renewal and Strategic Planning

We are developing a strategic planning team. Part of this will include a marketing committee, succession planning, and planning the Montessori training on our campus.

Carl met with Choice Advisors, and we can discuss buying our building.

Dr. Bruce Tabor and the administration are working on the Charter Renewal, which will be submitted in January, and we should know the results in April.

e. Staff Retention Bonuses, we can give retention stipends this year.

5. Closed Session No closed session needed.

Per Texas Government Code section §551.074 to discuss personnel matters and/or

Per Texas Government Code section §551.071 for a consultation with the school attorney and/or Per Texas Government Code section 551.072 to discuss Real

Property.

6. Announce Date and Time of Next Board Meeting

January 25, 2022

7. Adjourn

7:37 pm Carl Illig moves to adjourn the meeting. Jan MacWatters seconded the motion, and the motion passed unanimously.



**Wilco Montessori Partners
dba Goodwater Montessori School**

Annual Financial Report

For the Year Ended August 31, 2021

Paul J. Christensen & Associates, LLC
Certified Public Accountants
Waco, Texas

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Wilco Montessori Partners
dba Goodwater Montessori School

Certificate of Board

Wilco Montessori Partners
Name of Charter Holder

46-4523814
Federal Employer ID Number

Goodwater Montessori School
Name of Charter Corporation

Williamson
County

246-802
Co. Distr. Number

We, the undersigned, certify that the attached Financial and Compliance Report of the above named Charter Holder was reviewed and (check one) approved disapproved for the year ended August 31, 2021 at a meeting of governing body of the Charter Holder on the 25th day of January, 2022.

Signature of Board Secretary

Signature of Board President

If the governing body of the Charter Holder does not approve the Independent Auditor's Report, it must forward a written statement discussing the reason(s) for not approving the report.

Paul J. Christensen & Associates, LLC
Certified Public Accountants

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Waco, Texas 76701
(254)752-3436
FAX (254)752-3463
<http://www.waco-cpa.com>

Paul J. Christensen, C.P.A.
Gary L. Sauls, C.P.A.

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Wilco Montessori Partners
dba Goodwater Montessori School
Georgetown, Texas 78626

Report on the Financial Statements

We have audited the accompanying financial statements of Wilco Montessori Partners (the "Charter Holder") dba Goodwater Montessori School (a nonprofit organization), which comprise the statement of financial position as of August 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Charter Holder as of August 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 25, 2022, on our consideration of the Charter Holder's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter Holder's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter Holder's internal control over financial reporting and compliance.

Waco, Texas
January 25, 2022

FINANCIAL STATEMENTS

Wilco Montessori Partners
dba Goodwater Montessori School
Statement of Financial Position
August 31, 2021

Assets

Current Assets	
Cash and cash equivalents	\$ 282,442
Due from governments	596,985
Other assets	50,000
Total current assets	<u>929,427</u>
 Property and equipment, net	 <u>194,080</u>
 Total Assets	 <u><u>\$ 1,123,507</u></u>

Liabilities and Net Assets

Current Liabilities	
Accounts payable	\$ 171,964
Accrued wages	68,653
Total current liabilities	<u>240,617</u>
 Total Liabilities	 <u>240,617</u>
 Net Assets	
Without donor restrictions	136,472
With donor restrictions	746,418
	<u>882,890</u>
 Total Net Assets	 <u>882,890</u>
 Total Liabilities and Net Assets	 <u><u>\$ 1,123,507</u></u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
 dba Goodwater Montessori School
 Statement of Activities
 For the Year Ended August 31, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues			
Local support:			
Gifts and bequests	\$ 25,462	\$ -	\$ 25,462
Enterprising services	17,269	-	17,269
Other income	99,573	-	99,573
Total local support	<u>142,304</u>	<u>-</u>	<u>142,304</u>
State program revenues:			
Foundation school program act	-	3,751,581	3,751,581
Other state aid	-	26,598	26,598
Total state program revenues	<u>-</u>	<u>3,778,179</u>	<u>3,778,179</u>
Federal program revenues:			
ESEA, Title I, Part A	-	68,340	68,340
IDEA-Part B, Formula	-	52,592	52,592
IDEA-Part B, Preschool	-	517	517
National School Lunch and Breakfast Program	-	26,542	26,542
USDA Emergency Operational Cost (EOC) Reimbursement	-	18,493	18,493
ESEA, Title II, Part A	-	4,917	4,917
ESSER Grant	-	304	304
ESSER Grant III	-	60,904	60,904
ESSER Grant Supplemental	-	5,147	5,147
Title IV, Part A, Subpart I	-	13,751	13,751
Prior Purchase Reimbursement Program	-	3,646	3,646
Total federal program revenues	<u>-</u>	<u>255,153</u>	<u>255,153</u>
Net assets released from restrictions:			
Restrictions satisfied by payments	<u>3,785,167</u>	<u>(3,785,167)</u>	<u>-</u>
Total Revenues	<u><u>3,927,471</u></u>	<u><u>248,165</u></u>	<u><u>4,175,636</u></u>
Expenses			
Program Services:			
11 Instruction	\$ 2,033,046	\$ -	\$ 2,033,046
12 Instructional resources and media services	13,409	-	13,409
13 Curriculum development and Instructional and school leadership	66,692	-	66,692
21 Instructional leadership	30,380	-	30,380
23 School leadership	249,353	-	249,353
31 Guidance, counseling and evaluation services	22,290	-	22,290
33 Health services	4,318	-	4,318
35 Food services	52,071	-	52,071
36 Cocurricular/ extracurricular activities	5,120	-	5,120
53 Data processing services	89,589	-	89,589
Total Program Services	<u>2,566,268</u>	<u>-</u>	<u>2,566,268</u>
Support Services:			
41 General administration	249,635	-	249,635
51 Plant maintenance and operations	959,486	-	959,486
52 Security and monitoring services	1,883	-	1,883
61 Community services	59,305	-	59,305
Total Support Services	<u>1,270,309</u>	<u>-</u>	<u>1,270,309</u>
Total Expenses	<u><u>3,836,577</u></u>	<u><u>-</u></u>	<u><u>3,836,577</u></u>
Change in Net Assets	90,894	248,165	339,059
Net Assets, Beginning of Year	75,195	468,636	543,831
Net Assets, End of Year	<u><u>\$ 166,089</u></u>	<u><u>\$ 716,801</u></u>	<u><u>\$ 882,890</u></u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
 dba Goodwater Montessori School
 Statement of Functional Expenses
 For the Year Ended August 31, 2021

	Program Services	Supporting Services	Total
Expenses			
Salaries and wages	\$ 1,738,126	\$ 202,826	\$ 1,940,952
Benefits	187,658	23,930	211,588
Payroll taxes	29,583	3,355	32,938
Total Payroll Expenses	1,955,367	230,111	2,185,478
Legal services	-	64,498	64,498
Audit services	-	23,000	23,000
Professional services	502,946	96,341	599,287
Contracted maintenance & repair	-	71,783	71,783
Utilities	-	75,185	75,185
Rentals/operating leases	-	630,308	630,308
Maintenance supplies	-	21,984	21,984
Textbooks	-	-	-
Food	4,462	-	4,462
Furniture & Equipment < \$5,000	725	7,163	7,888
Computer & technology	9,842	329	10,171
General supplies	55,688	5,097	60,785
Travel - employees	3,073	-	3,073
Travel - students	-	-	-
Insurance	-	22,994	22,994
Depreciation	20,181	10,566	30,747
Miscellaneous operating costs	13,984	10,950	24,934
Interest on debt	-	-	-
Total Non-payroll Expenses	610,901	1,040,198	1,651,099
Total Expenses	\$ 2,566,268	\$ 1,270,309	\$ 3,836,577

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
 dba Goodwater Montessori School
 Statement of Cash Flow
 For the Year Ended August 31, 2021

Cash Flows from Operating Activities:	
Foundation school program payments	\$ 3,267,245
Grant payments	268,066
Miscellaneous sources	142,304
Payments to vendors for goods and services rendered	(1,534,761)
Payments to charter school personnel for services rendered	(2,185,594)
Net Cash Used by Operating Activities	<u>(42,740)</u>
Cash Flows from Investing Activities:	
Purchase of capital assets	<u>(40,070)</u>
Net Cash Used by Investing Activities	<u>(40,070)</u>
Net Decrease in Cash and Cash Equivalents	(82,810)
Cash and Cash Equivalents - Beginning of Year	<u>365,252</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 282,442</u></u>
Reconciliation of Change in Net Assets to Net Cash Used by Operating Activities:	
Change in Net Assets	\$ 339,059
Adjustments to reconcile change in net assets to net cash used by operating activities:	
Depreciation	30,747
(Increase) Decrease in assets:	
Due from governments	(498,021)
Other assets	3,339
Increase (Decrease) in liabilities:	
Accounts payable	82,252
Accrued wages	(116)
Net Cash Used by Operating Activities	<u><u>\$ (42,740)</u></u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

NOTE 1 - Summary of Significant Accounting Policies

The financial statements of Wilco Montessori Partners (the “Charter Holder”) dba Goodwater Montessori School were prepared in conformity with accounting principles generally accepted in the United States of America. The Financial Accounting Standards Board is the accepted standard setting body for establishing not-for-profit accounting and financial reporting principles.

Reporting Entity

The Charter Holder is a not-for-profit organization incorporated in the State of Texas in 2013 and exempt from federal income taxes pursuant to Section 501(c)(3) of the Internal Revenue Code. The Charter Holder is governed by a Board of Directors comprised of five members. The Board of Directors are selected pursuant to the bylaws of the Charter Holder and has the authority to make decisions, appoint the chief executive officer of the Charter Holder, and significantly influence operations. The Board of Directors has the primary accountability for the fiscal affairs of the Charter Holder.

Since the Charter Holder received funding from local, state, and federal government sources, it must comply with the requirements of the entities providing those funds.

Corporate Operations

The State Board of Education of the State of Texas granted the Charter Holder an open-enrollment charter pursuant to Chapter 12 of the Texas Education Code. Pursuant to the program described in the charter application approved by the State Board of Education and the terms of the applicable Contract for Charter, Wilco Montessori Partners dba Goodwater Montessori School was opened. Wilco Montessori Partners dba Goodwater Montessori School operates under a single charter and does not conduct any non-charter activities. The Charter Holder provides a safe, disciplined Montessori education for students in grades Pre-Kindergarten through eighth grade.

Basis of Accounting and Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the organization and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions - net assets available for use in the general operations and not subject to donor restrictions. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board designated.

Net Assets With Donor Restrictions - net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity

Use of Estimates

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

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

NOTE 1 - Summary of Significant Accounting Policies (continued)

Contributions

The Charter Holder accounts for contributions as contributions without donor restrictions or with donor restrictions depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in net assets with donor restrictions in the reporting period in which the support is recognized. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

Cash and Cash Equivalents

For financial statement purposes, the Charter Holder considers all highly liquid investment instruments with an original maturity of three months or less to be cash equivalents.

Capital Assets

Capital assets, which include land, buildings and improvements, vehicles, and furniture and equipment are reported in the financial statements. Capital assets are defined by the Charter Holder as assets with an individual cost of more than \$5,000. Such assets are recorded at historical cost and are depreciated over the estimated useful lives of the assets, which range from four to forty years, using the straight-line method of depreciation. Expenditures for additions, major renewals and betterments are capitalized, and maintenance and repairs are charged to expense as incurred. Donations of assets are recorded as direct additions to net assets at fair value at the date of donation, which is then treated as cost.

Due from Governments

The Charter Holder considers all government grants and contracts as exchange transactions rather than contributions. The Charter Holder recognizes revenue from fee-for-service transactions as services are rendered and, for grants, as eligible expenditures are incurred. Advances from government agencies are recorded as deferred revenues. Eligible expenditures incurred in excess of grant fund reimbursements are recorded as receivables.

Any of the funding sources may, at their discretion, request reimbursement for expenses or return of funds, or both, as a result of any noncompliance with terms of the grant contract.

Impairment of Long-Lived Assets

The Charter Holder reviews the carrying value of capital assets for impairment whenever events and circumstances indicate the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. In cases where undiscounted expected future cash flows are less than the carrying value, an impairment loss is recognized equal to an amount by which the carrying value exceeds the fair value of assets. The factors considered by management in performing this assessment include current operating results, trends and prospects, and the effects of obsolescence, demand, competition, and other economic factors. The Charter Holder did not recognize an impairment loss during the year ended August 31, 2021.

State Funding

The amount of State Foundation Program revenue the Charter Holder earns may vary until the time when final values for all factors in the state aid formula become available. Availability can be as late as midway into the next fiscal year. It is at least reasonably possible that the State Foundation Program revenue estimate for the year ended August 31, 2021 will change.

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

Revenue Recognition

Revenues from the State of Texas are based on reported attendance. Public and private grants received are recognized in the period received and when the terms of the grant are met.

Donated Services and Assets

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills that are provided by individuals possessing those skills and which would typically need to be purchased if not provided by donation are recorded at the estimated fair market value in the period received.

Contributions of donated noncash assets are recorded at the estimated fair market value in the period received.

Functional Allocation of Expenses

The cost of providing educational services to students has been summarized on a functional basis in the statements of activities and allocated among the programs and services benefited in the statement of functional expenses.

Contingencies

Certain conditions may exist as of the date the financial statements are issued, which may result in a loss to the Charter Holder which will only be resolved when one or more future events occur or fail to occur. The Charter Holder's management and its legal counsel assess such contingent liabilities, and such assessment inherently involves and exercise of judgment. In assessing loss contingences related to legal proceedings that are pending against the Charter Holder or unasserted claims that may result in such proceedings, the Charter Holder's legal counsel evaluates the perceived merits of any legal proceedings or unasserted claims, as well as the perceived merits of the amount of relief sought or expected to be sought therein.

If the assessment of a contingency indicates it is possible that a material loss has been incurred and the amount of the liability can be estimated, then the estimated liability would be accrued in the Charter Holder's financial statements. If the assessment indicates a potentially material loss contingency is not probable, but is reasonably possible, or is probable, but cannot be estimated, then the nature of the contingent liability, together with an estimate of the range of possible loss, if determinable and material, would be disclosed. Loss contingencies considered remote are generally not disclosed unless they involve guarantees, in which case the guarantees would be disclosed.

Note 2 - Cash and Cash Equivalents

Cash and cash equivalents as of August 31, 2021 consist of the following:

Checking accounts	\$ 282,442
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Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

Note 3 - Due from Governments

As of August 31, 2021, due from governments consisted of the following:

Foundation School Program	\$ 530,643
ESEA, Title I Part A	6,226
IDEA-Part B, Formula	1,072
National School Lunch Program	3,530
ESSER Grant	5,147
Title IV, Part A, Subpart I	7,452
Textbook and Kindergarten Materials	42,915
Total	<u>\$ 596,985</u>

Note 4 - Net Assets with Donor Restrictions

As of August 31, 2021, net assets with donor restrictions in the amount of \$746,418 consisted of unexpended state program revenue.

Note 5 - Net Assets Released from Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by the donors. During the year ended August 31, 2021, the Charter Holder released \$3,755,550 of funds with donor restrictions related to Foundation School Program and federal grants.

Note 6 - Capital Assets

A summary of changes in capital assets is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>	<u>Accumulated Depreciation</u>	<u>Net Capital Assets</u>
Buildings and improvements	\$ 92,486	\$ 40,070	\$ -	\$ 132,556	\$ 22,830	\$ 109,726
Furniture and equipment	183,649	-	-	183,649	99,295	84,354
Total	<u>\$ 276,135</u>	<u>\$ 40,070</u>	<u>\$ -</u>	<u>\$ 316,205</u>	<u>\$ 122,125</u>	<u>\$ 194,080</u>

Capital assets acquired with public funds for the operation of the Charter Holder constitute public property pursuant to Chapter 12 of the Texas Education Code. These assets are specifically identified in the Schedule of Capital Assets.

Depreciation expense for the year ended August 31, 2021 was \$30,747.

Note 7 - Pension Plan Obligations

Plan Description

The Charter Holder contributes to the Teacher Retirement System of Texas (TRS), a cost-sharing, multiemployer defined benefit pension plan with one exception; all risks and costs are not shared by the Charter Holder, but are the liability of the State of Texas. TRS administers retirement and disability annuities and death and survivor benefits to employees and beneficiaries of employees of the public school systems of Texas.

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

Note 7 - Pension Plan Obligations (continued)

The plan operates primarily under the provisions of the Texas Constitution, Article XVI, Sec. 67, and Texas Government code, Title 8, Chapters 803 and 805, respectively. The Texas state legislature has the authority to establish and amend benefit provisions of the pension plan and may, under certain circumstances, grant special authority to the TRS Board of Trustees. TRS issues a publicly available financial report that includes financial statements and required supplementary information for the defined benefit plan. That report may be obtained by writing to the TRS

Communications Department, 1000 Red River Street, Austin, Texas 78701 or 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.

Charter schools are legally separate entities from the State and each other. Assets contributed by one charter or independent Corporation district ("ISD") may be used for the benefit of an employee of another ISD or charter. The risk of participating in multi-employer pension plans is different from single-employer plans. Assets contributed to a multi-employer plan by one employer may be used to provide benefits to employees of other participating employers. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers. There is no withdrawal penalty for leaving the TRS system. There is no collective-bargaining agreement.

Funding Policy

Contribution requirements are not actuarially determined but are established and amended by the Texas State legislature. The state funding policy is as follows: (1) the state constitution requires the legislature to establish a member contribution rate of not less than 6.0% and not more than 10% of the aggregate annual compensation of all members of the system; (2) A state statute prohibits benefit improvements or contribution reductions if, as a result of a particular action, the time required to amortize TRS' unfunded actuarial liabilities would be increased to a period that exceeds 31 years, or, if the amortization period already exceeds 31 years, the period would be increased by such action.

Contributions

State law provides for a member contribution rate of 7.7% for fiscal year 2021. The state's contribution rate as a non-employer contributing entity was 7.5% for fiscal year 2021.

Under provisions in state law, plan members are required to contribute 7.7% of their annual covered salary, and the state of Texas contributes an amount equal to 7.5% of the Charter Holder's covered payroll. The Charter Holder's contribution to TRS for the year ended August 31, 2021 was \$121,911, which includes \$28,462 in Non-OASDI participation surcharges. The Charter Holder's contributions did not represent more than 5% of the total contributions to the plan (i.e., total plan assets). There have been no changes that would affect the comparison of employer contributions from year to year.

Note 8 - Health Care Coverage

During the year ended August 31, 2021, employees of the Charter Holder were covered by a health insurance plan. The Charter Holder contributed \$400 per month per employee for the year ended August 31, 2021 to the Plan. Employees, at their option, authorized payroll withholdings to pay contributions or premiums for dependents. All premiums were paid to licensed insurers.

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

Note 9 - Risk Management Program

Worker's compensation coverage, general liability, professional liability and property coverage are being provided through purchased commercial insurance with minimum deductibles for each line of coverage. Settled claims resulting from these risks have historically not exceeded commercial coverage.

Note 10 - Leases

The Charter Holder leases its facilities under non-cancellable operating lease, which expires on September 1, 2037. Approximate aggregate remaining minimum rental commitments as of August 31, 2021 under the lease is summarized as follows:

<u>Fiscal Year Ending August 31,</u>	
2022	\$ 613,865
2023	626,142
2024	638,665
2025	651,439
2026-2037	<u>8,841,787</u>
Total	<u>\$ 11,371,898</u>

Rent expense for the operating lease for the year ended August 31, 2021 was \$630,308.

Note 11 - Income Tax

The Charter Holder is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, except to the extent it has unrelated business taxable income. The Charter Holder has no material unrelated business income for the year ended August 31, 2021.

Generally accepted accounting principles requires that the Charter Holder recognize in its financial statements the financial effects of a tax position, if that position is more likely than not of being sustained upon examination, including resolution of any appeals or litigation processes, based upon the technical merits of the tax position. The requirements also provide guidance on measurement, classification, interest and penalties, and disclosure.

Tax positions taken related to the Charter Holder's tax exempt status, unrelated business activities taxable income and deductibility of expenses and other miscellaneous tax positions have been reviewed, and management is of the opinion that material positions taken would more likely than not be sustained by examination. Accordingly, the Charter Holder has not recorded an income tax liability for uncertain tax benefits. For the year ended August 31, 2021, there were no interest or penalties related to income taxes recorded or included in the financial statements. As of August 31, 2021, the Charter Holder's tax years 2017 through 2019 remain subject to examination.

Note 12 - Credit Risk

Financial instruments that potentially subject the Charter Holder to credit risk consist of cash at financial institutions. At times, the balances in cash accounts may be in excess of FDIC insurance limits. The financial institution pledges investment securities to compensate for deposits in excess of FDIC insurance limits.

Wilco Montessori Partners
dba Goodwater Montessori School
Notes to Financial Statements
August 31, 2021

Note 13 - Commitments and Contingencies

The Charter Holder receives funds through state and federal programs that are governed by various statutes and regulations. State program funding is based primarily on student attendance data submitted to the Texas Education Agency and is subject to audit and adjustment. Expenses charged to federal programs are subject to audit and adjustment by the grantor agency. The programs administered by the School have complex compliance requirements, and should state or federal auditors discover areas of noncompliance, funds may be subject to refund if so determined by the Texas Education Agency or the grantor agency.

Note 14 - Liquidity and Availability of Financial Resources

The Charter Holder does not have financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date. The Charter Holder's cash and cash equivalents and due from governments are restricted by the Texas Education Agency and federal agencies for charter school operations.

Note 15 - Evaluation of Subsequent Events

The Charter Holder has evaluated subsequent events through January 25, 2022, the date which the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

Wilco Montessori Partners
dba Goodwater Montessori School
Schedule of Expenses
For the Year Ended August 31, 2021

Expenses	
6100 Payroll costs	\$ 2,185,478
6200 Professional and contracted services	1,464,061
6300 Supplies and materials	105,290
6400 Other operating costs	81,748
Total Expenses	<u>\$ 3,836,577</u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori School
 dba Goodwater Montessori School
 Schedule of Capital Assets
 August 31, 2021

		Ownership Interest		
		Local	State	Federal
1520	Buildings and Improvements	\$ 132,556	\$ -	\$ -
1539	Furniture and equipment	-	-	183,649
		<u>\$ 132,556</u>	<u>\$ -</u>	<u>\$ 183,649</u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
 dba Goodwater Montessori School
 Budgetary Comparison Schedule
 For the Year Ended August 31, 2021

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance from Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Local support:				
5740 Other revenues from local sources	\$ 137,030	\$ 86,563	\$ 86,135	\$ (428)
5750 Revenues from cocurricular, enterprising services or activities	17,970	11,861	17,269	5,408
5760 Revenues from intermdeiate sources	-	38,900	38,900	-
Total local support	<u>155,000</u>	<u>98,424</u>	<u>142,304</u>	<u>4,980</u>
State program revenues:				
5810 Foundation school program act	3,218,000	3,598,141	3,751,581	153,440
5820 State program revenues distributed by Texas Education Agency	-	26,599	26,598	(1)
Total state program revenues	<u>3,218,000</u>	<u>3,624,740</u>	<u>3,778,179</u>	<u>153,439</u>
Federal program revenues:				
5920 Federal revenues distributed by the Texas Education Agency	61,000	570,832	236,660	(334,172)
5930 Federal revenues distributed by the Texas Department of Agriculture	-	-	18,493	18,493
Total federal program revenues	<u>61,000</u>	<u>570,832</u>	<u>255,153</u>	<u>(315,679)</u>
Total Revenues	<u>3,434,000</u>	<u>4,293,996</u>	<u>4,175,636</u>	<u>(118,360)</u>
Expenses				
11 Instruction	1,825,017	1,974,528	2,033,046	(58,518)
12 Instructional resources and media services	10,325	15,882	13,409	2,473
13 Curriculum development and instructional staff development	47,041	68,913	66,692	2,221
21 Instructional leadership	65,085	32,833	30,380	2,453
23 School leadership	207,496	242,056	249,353	(7,297)
31 Guidance, counseling and evaluation services	12,000	23,807	22,290	1,517
33 Health services	4,469	4,318	4,318	-
35 Food services	105,700	56,033	52,071	3,962
36 Cocurricular/extracurricular activities	6,000	4,957	5,120	(163)
41 General administration	167,085	248,442	249,635	(1,193)
51 Plant maintenance and operations	837,378	954,180	959,486	(5,306)
52 Security and monitoring services	2,034	2,443	1,883	560
53 Data processing services	53,820	93,690	89,589	4,101
61 Community services	58,696	67,581	59,305	8,276
71 Debt service	983	-	-	-
Total Expenses	<u>3,403,129</u>	<u>3,789,663</u>	<u>3,836,577</u>	<u>(46,914)</u>
Change in Net Assets	30,871	504,333	339,059	(165,274)
Net Assets, Beginning of Year	<u>543,831</u>	<u>543,831</u>	<u>543,831</u>	<u>-</u>
Net Assets, End of Year	<u>\$ 574,702</u>	<u>\$ 1,048,164</u>	<u>\$ 882,890</u>	<u>\$ (165,274)</u>

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
dba Goodwater Montessori School
Schedule of Real Property Ownership Interest
For the Year Ended August 31, 2021

Description	Property Address	Total Assessed Value	Ownership Interest		
			Local	State	Federal

NONE

Wilco Montessori Partners
dba Goodwater Montessori School
Schedule of Related Party Transactions
For the Year Ended August 31, 2021

Related Party Name	Name of Relation to the Related Party	Relationship	Type of Transaction	Description of Terms and Condition	Source of Funds Used	Payment Frequency	Total Paid During Fiscal Year	Principal Balance Due
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NONE

The accompanying notes are an integral part of these financial statements.

Wilco Montessori Partners
dba Goodwater Montessori School
Schedule of Related Party Compensation and Benefits
For the Year Ended August 31, 2021

<u>Related Party Name</u>	<u>Name of Relation to the Related Party</u>	<u>Relationship</u>	<u>Compensation or Benefit</u>	<u>Description of Terms and Condition</u>	<u>Payment Frequency</u>	<u>Description</u>	<u>Source of Funds Used</u>	<u>Total Paid During Fiscal Year</u>
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NONE

The accompanying notes are an integral part of these financial statements.

COMPLIANCE AND INTERNAL CONTROL SECTION

Paul J. Christensen & Associates, LLC

Certified Public Accountants

2110 Austin Avenue
Waco, Texas 76701
(254)752-3436
FAX (254)752-3463
<http://www.waco-cpa.com>

Paul J. Christensen, C.P.A.
Gary L. Sauls, C.P.A.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Wilco Montessori Partners
dba Goodwater Montessori School
Georgetown, Texas 78626

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Wilco Montessori Partners, dba Goodwater Montessori School (a nonprofit organization), which comprise the statement of financial position as of August 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 25, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Wilco Montessori Partners, dba Goodwater Montessori School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wilco Montessori Partners, dba Goodwater Montessori School's internal control. Accordingly, we do not express an opinion on the effectiveness of Wilco Montessori Partners, dba Goodwater Montessori School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wilco Montessori Partners, dba Goodwater Montessori School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Wilco Montessori Partners, dba Goodwater Montessori School's internal control or on compliance. This report is in integral part of an audit performed in accordance with *Government Auditing Standards* in considering Wilco Montessori Partners, dba Goodwater Montessori School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Paul J. Utter & Co., PC

Waco, Texas
January 25, 2022

**Wilco Montessori Partners
dba Goodwater Montessori School
Schedule of Findings and Questioned Costs
For the Year Ended August 31, 2021**

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued

Unmodified

Internal Control over Financial Reporting:

Material weakness(es) identified?

Yes No

Significant deficiencies(s) identified that are not
considered to be material weaknesses?

Yes No

Noncompliance material to financial statements noted?

Yes No

II. FINANCIAL STATEMENT FINDINGS

None

Goodwater Montessori School ESSER Survey Consolidated Results

August 2021 & January 2022

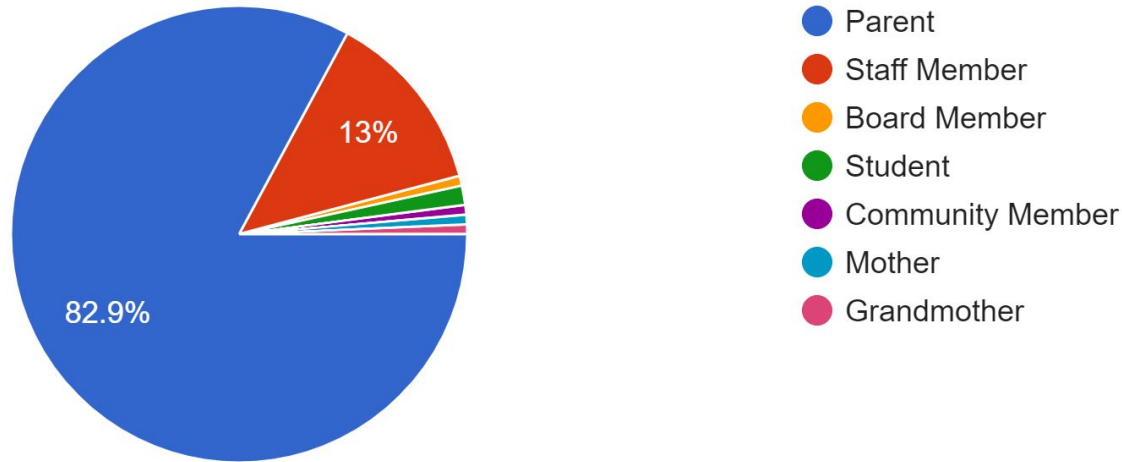
Provides funding to Local Educational Agencies (LEAs) through Section 2001 of the Elementary and Secondary School Emergency Relief (ESSER III) Fund, to address the impact of COVID-19 on elementary and secondary schools. The following survey was established to help Goodwater assess the needs as viewed by stakeholders.

January 21 2022

The following is my primary role for the purpose of this survey:

The following is my primary role for the purpose of this survey:

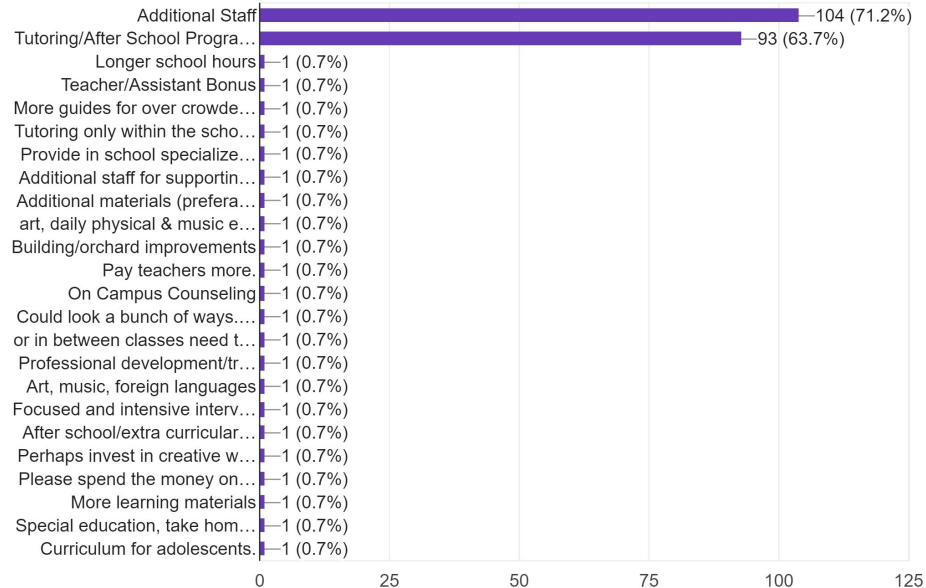
146 responses



How should the school use ESSER III funds to address learning loss?

How should the school use ESSER III funds to address “learning loss”? Check as many as apply.

146 responses



How should the school use ESSER III funds to address “learning loss” for students within special populations?

Free form response with the majority of answers supporting the following:

- Additional Staff
- Tutoring

What post-pandemic, social/emotional needs of students should the school support with ESSER III funds?

Free form response with the majority of answers supporting the following:

- Additional Staff
- Counseling
- Social Group
- Behavior Support

Consolidated Survey Results - 6 month review

Survey Results continue to support existing existing funding plans for staffing and tutoring/intervention programs.



710 Stadium Dr.
Georgetown, TX 78626
www.goodwatermontessori.org
512-931-3560

Superintendent Report
01/25/2022

GENERAL INFORMATION

Safety

Begin reviewing with Staff Emergency Operations Plan in professional development

January

Severe Weather Annex

Active Shooter Annex

February

Continuity of Operations

Communicable Diseases

January 20th - Evacuation Drill

ENROLLMENT/ATTENDANCE

1. Enrollment currently stands at 370. Our cumulative attendance percentage for the school year is now at 92%.

STUDENT RECRUITING SCHEDULE 2022-2023

1. Feb 1, 2022 - Prospective Parent General Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
2. Feb 8, 2022 - Primary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
3. Feb 15, 2022 - Elementary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
4. Mar 1, 2022 - Primary Prospective Parent Meeting 5:30 pm - 6:30 pm
 - a. Guided Tours - 4:30 pm - 5:15 pm
5. Mar 5, 2022 - Prospective Parent General Meeting on Zoom - 9:00 am - 10:00 am

COVID UPDATE

1. We are monitoring the new Omicron variant. We continue to stress the importance of monitoring children at home and following our current COVID protocols. We have updated our COVID protocols based on new information from the CDC and WCCD. We

also are thoroughly cleaning the school at night including spraying surfaces, carpets, furniture, and materials.

2. We have quarantined one community in January due to the high student count with symptoms correlating to COVID. These students were given the opportunity to do work in a remote conferencing environment while they were quarantined. Computers and Hotspots were provided to students who needed additional support.
3. As of Monday, January 17, 2021, we have had a total of 24 COVID cases.
4. We strongly recommend that students and staff wear masks at school.
5. We appreciate the support of our parents and caregivers as they have been diligent in keeping students out of school if they show symptoms of the virus.
6. We continue with the safety protocols established last year and any newly updated guidance from WCCHD. These include:
 - a. Hand sanitizing stations at each entrance to the school
 - b. Hand sanitizer in each classroom
 - c. Electrostatic sprayers to disinfect the classrooms
 - d. Air purifiers in each classroom
 - e. Custodian on staff wiping down door handles, cleaning bathrooms during the day
7. We have updated our COVID protocols based on updated information from TEA, CDC, and WCCHD. Please refer to our website for the Student and Staff Flowchart. As always, please contact alma.lahmon@goodwatermontessori.org for further information regarding COVID.

ACADEMICS

1. Even with the disruption of COVID, our students are working in their communities, and Guides and Assistants are providing support for the students.
2. We have the Middle of Year (MOY) MAP Assessment coming at the end of January and in the first week of February. This report will be compared to the BOY so that we can determine additional Response to Intervention (RTI) requirements for our students for the balance of the 2021-2022 school year.
3. We continue to work with students who did not pass or did not take the STAAR Assessment in the spring of 2021 utilizing our Accelerated Instruction (AI). We are slightly behind due to the recent uptick in COVID exposure. Roberta Givens, our School Improvement Coordinator, and Sandy Worcester will be working with our RTI teacher to ensure that students continue receiving their tutorials.
4. We are also sending out a survey to parents so we can determine if we have enough interest to provide Saturday Math Camps for students in the Third grade to receive additional instruction. We will begin these camps in February.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

I would like to recognize Marcy Steward and Jordan Young for all their efforts during our last NSLP audit. This was a review conducted by the Texas Department of Agriculture. The school scored a 100%. Thank you both for contributing to the success of our school during these difficult times.

COFFEE WITH DR. BRUCE

Our next Coffee with Dr. Bruce will be on February 16, at 9:30 am. The link for this conversation is:

<https://us02web.zoom.us/j/85817137758?pwd=YkpKTFBNaTZVSWYrTWQvc0FCdVRmQT09>

FINANCE

Our Audit has been completed and the report submitted to the Board at the January 25th Board Meeting.

Special Education

The link below provides a list of acronyms used in special education.

<https://fw.escapps.net/display/Webforms/ESC-FW-Glossary.aspx?DT=G&LID=en>

Aaron Ball and I met with TEA to discuss the corrective action relating to an audit performed in November and December of 2020. This is related to strategies and procedures required to ensure all students who have been referred for testing are done within the guidelines of Special Education requirements. Last year's COVID issues precluded two of the three students from being done time. Aaron has corrected the issues and we will submit the required reports during the Spring Semester and should complete the requirement by May 2021. The procedures and processes for Special Education relating to SPPP11 have been reviewed and the necessary updates have been completed. Training will occur this Spring for staff as required by the audit.

I want to commend our staff for the incredible work they are doing during this latest uptick in COVID cases. The work our staff does to continue providing support for our students and families and the flexibility they show each and every day never go unnoticed.

I would like to take the time to recognize our Goodwater Montessori School Board. I have worked with a number of Boards in my career as a school leader and this board is fantastic. They support our students and staff. They support our Administrative team. Thank you again members of the board for all you do to support our school.

I also want to recognize our parents and caregivers. You bring your students to school each day and support them as well at home. Thank you to all of the volunteers who assist at school during these difficult times.

This concludes my report.

Kindest Regards,

Dr. Bruce

Sec. 1. PROCEDURES FOR SCHOOL VISITORS

Notices shall be posted at each Goodwater Montessori School campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by Goodwater Montessori School, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

Goodwater Montessori School or the Principal may:

1. Require a visitor requesting entry onto a campus to show a driver's license or other form of identification issued by a governmental entity displaying the visitor's photograph.
2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purposes of Goodwater Montessori School security, and may not be sold or otherwise disseminated to third parties.
3. Verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the Department of Public Safety, or in any other database accessible by Goodwater Montessori School.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit;
2. Escorts by Goodwater Montessori School personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

Sec. 2. NOTICE OF ENTRY BY REGISTERED SEX OFFENDERS

A registered sex offender who enters Goodwater Montessori School premises (meaning a building or portion of a building and the grounds on which the building is located, including any public or private driveway, street, sidewalk or walkway, parking lot, or parking garage on the grounds) during standard operating hours of the school shall immediately notify the administrative office of the school of the person's presence on the premises of the school and the person's registration

status. The office may provide a chaperone to accompany the person while the person is on the premises of the school.

These requirements do not apply to:

1. A student enrolled in Goodwater Montessori School;
2. A student from another school participating in an event at Goodwater Montessori School;
or
3. A person who has entered into a written agreement with Goodwater Montessori School that exempts the person from these requirements.

Sec. 3. VISITOR CONDUCT

Goodwater Montessori School invites and welcomes parents and other members of the public to its schools. Goodwater Montessori School is committed to treating parents and other community members with respect and expects the same in return. To that end, Goodwater Montessori School must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among Goodwater Montessori School employees, parents, students, volunteers and the public. Goodwater Montessori School seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, Goodwater Montessori School encourages positive communication and discourages volatile, hostile, or aggressive actions. Goodwater Montessori School seeks and encourages patrons to cooperate with this endeavor.

Goodwater Montessori School recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on Goodwater Montessori School property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable Goodwater Montessori School policies.

An individual engaging in disruptive behavior shall be required to leave Goodwater Montessori School property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on Goodwater Montessori School property shall be directed to leave Goodwater Montessori School property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted.

Sec. 4. ACCESS TO STUDENTS BY MILITARY RECRUITERS

To the extent Goodwater Montessori School receives assistance under the ESEA, Goodwater Montessori School shall provide military recruiters the same access to secondary students as is generally provided to institutions of higher education or to prospective employers of those students. *20 U.S.C. § 7908(a)(3)*.

Except as allowed under Education Code § 29.9015(d) or (e), Goodwater Montessori School shall each year provide students in grades 10 through 12 an opportunity to take the Armed Services Vocational Aptitude Batter test and consult with a military recruiter. *Education Code § 29.9015(a)*.

Sec. 1. INTRODUCTION

It is the policy of Goodwater Montessori School to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the Children’s Internet Protection Act (“CIPA”), the Neighborhood Children’s Internet Protection Act (“NCIPA”), and the Protecting Children in the 21st Century Act, to the extent such laws are applicable to Goodwater Montessori School.

It is the goal of this policy not only to prevent and protect, but also to educate employees, students, parents and the Goodwater Montessori School community in Internet safety. The CIPA guidelines for an Internet Safety Policy have also been incorporated by Goodwater Montessori School into its Acceptable Use Policy and/or Acceptable Use Agreement(s). All limitations and penalties set forth in the Acceptable Use Policy and/or Acceptable Use Agreement(s) are deemed to be incorporated into this policy. Terms used in this policy and that also appear in CIPA have the meanings defined in CIPA.

Sec. 2. COMPLIANCE WITH THE REQUIREMENTS OF CIPA

a) *Technology Protection Measures*

A Technology Protection Measure is a specific technology that blocks or filters Internet access.¹ It must protect against access by adults and minors to visual depictions that are obscene, involve

¹ As defined by CIPA, the term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

child pornography, or are harmful to minors. Goodwater Montessori School utilizes a sophisticated content filtering system that is compliant with CIPA and NCIPA on all computers that access the Internet.

b) *Access to Inappropriate Material*

To the extent practical, Technology Protection Measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual and textual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled or, in the case of minors, minimalized only for bona fide research or other lawful purposes.

Any attempt to bypass, defeat, or circumvent the Technology Prevention Measures is punishable as a violating of this policy and of the Acceptable Use Policies.

c) *Inappropriate Network Usage*

To the extent practical, steps shall be taken to promote the safety and security of users of Goodwater Montessori School’s online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies.

Specifically, as required by CIPA, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called “hacking” and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

d) *Supervision and Monitoring*

It shall be the responsibility of all professional employees (pedagogical and administrative staff) to supervise and monitor usage of Goodwater Montessori School’s computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of each Principal or designee.

e) *Education*

Goodwater Montessori School will advocate and educate employees, students, parents and Goodwater Montessori School community on Internet safety and “cyber-bullying.” Education will

be provided through such means as professional development training and materials to employees, PTO/PTA presentations, and the Goodwater Montessori School website.

Additionally, the Principal or designee will provide age-appropriate training for students who use Goodwater Montessori School's Internet facilities. The training provided will be designed to promote Goodwater Montessori School commitment to:

1. The standards and acceptable use of Internet services as set forth in the Acceptable Use Policies.
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of CIPA.

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the Acceptable Use Policy and/or Acceptable Use Agreement(s).

f) *Cyberbullying*

The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying.

Goodwater Montessori School is a place of tolerance and good manners. Students may not use the network or any Goodwater Montessori School computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

Network users may not use vulgar, derogatory, or obscene language. Network users also may not post inappropriate anonymous messages or forge e-mail or other messages.

Furthermore, Goodwater Montessori School computers and network facilities may not be used for any activity, or to transmit any material, that violates United States, State of Texas, or local laws. This includes, but is not limited to, any threat or act of intimidation or harassment against another person.

Sec. 1. MULTIHAZARD EMERGENCY OPERATIONS PLAN

a) *General Plan Requirements*

Goodwater Montessori School shall adopt and implement a multihazard emergency operations plan (MEOP) for use in Goodwater Montessori School’s facilities. The MEOP must address prevention, mitigation, preparedness, response, and recovery as defined by the Texas School Safety Center (TSSC) in conjunction with the governor’s office of homeland security and the Commissioner of Education. The MEOP must provide for:

1. Training in responding to an emergency for Goodwater Montessori School employees, including substitute teachers;
2. Measures to ensure Goodwater Montessori School employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another electronic communication device allowing for immediate contact with emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments;
3. Measure to ensure Goodwater Montessori School’s communications technology and infrastructure are adequate to allow for communication during an emergency;
4. Mandatory or required drills and exercises, including those required under Education Code 37.114, to prepare staff and students for responding to an emergency;
5. Measures to ensure coordination with the Department of State Health Services (DSSH) and local emergency management agencies, law enforcement, health departments, and fire department in the event of an emergency; and
6. The implementation of a safety and security audit as required by Education Code 37.108(b).

Education Code 37.108(a).

The MEOP shall also include:

1. A chain of command that designates the individual responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable;
2. Provisions that address physical and psychological safety for responding to a natural disaster, active shooter, and any other dangerous scenario identified by the Texas Education Agency (TEA) or TSSC;
3. Provisions for ensuring the safety of students in portable buildings;
4. Provisions for ensuring that students and Goodwater Montessori School personnel with disabilities are provided equal access to safety during a disaster or emergency situation;
5. Provisions for providing immediate notification to parents, guardians, and other persons standing in parental relation in circumstances involving a significant threat to the health or

- safety of students, including identification of the individual with responsibility for overseeing the notification;
6. Provisions for supporting the psychological safety of students, Goodwater Montessori School personnel, and the community during the response and recovery phase following a disaster or emergency situation that:
 - a. Are aligned with best practice-based programs and research-based practices recommended under Health & Safety Code 161.325;
 - b. Include strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel;
 - c. Include training on integrating psychological safety and suicide prevention strategies into the emergency operations plan, such as psychological first aid for schools training, from an approved list of recommended training established by the Commissioner and TSSC for (i) members of Goodwater Montessori School’s school safety and security committee under Education Code 37.109; (ii) Goodwater Montessori School counselors and mental health professionals; and (iii) educators and other personnel as determined by Goodwater Montessori School;
 - d. Include strategies and procedures for integrating and supporting physical and psychological safety that align with the provisions described by in item (2) above; and
 - e. Implement trauma-informed policies;
 7. A policy for providing a substitute teacher access to school campus buildings and materials necessary for the substitute teacher to carry out the duties of a Goodwater Montessori School employee during an emergency or a mandatory emergency drill;
 8. The name of each individual on the school safety and security committee established under Education Code 37.109 and the date of each committee meeting during the preceding year;
 9. Provisions for responding to a train derailment, but only if a school is located within 1,000 yards of a railroad track as measured from any point on Goodwater Montessori School’s real property boundary line; and
 10. Provisions for responding to an active shooter emergency.

Goodwater Montessori School may use any available community resources in developing the MEOP.

Education Code 37.108(d), (f)-(g).

b) *MEOP Review*

Goodwater Montessori School shall submit its MEOP to the TSSC upon request and as required with the TSSC review cycle developed under Education 37.2071(a).

- i. *Noncompliance Notification*

The TSSC shall review the Goodwater Montessori School MEOP and verify that the plan meets the requirements of Education Code 37.108 or provide Goodwater Montessori School with written notice describing the plan’s deficiencies and stating that the deficiencies must be corrected and that Goodwater Montessori School must resubmit the revised plan to the TSSC.

If Goodwater Montessori School fails to submit its MEOP to the TSSC, the TSSC shall provide Goodwater Montessori School with written notice stating that Goodwater Montessori School has failed to submit a plan and must submit a plan for review and verification.

ii. *Failure to Comply after Notice*

If Goodwater Montessori School has not corrected plan deficiencies or has failed to submit a plan three months after the date of initial notification from the TSSC, the TSSC shall provide written notice to Goodwater Montessori School and the TEA that Goodwater Montessori School has not complied with the requirements and must comply immediately.

If Goodwater Montessori School has not corrected plan deficiencies or has failed to submit a plan six months after the date of initial notification, the TSSC shall provide written notice to Goodwater Montessori School stating that Goodwater Montessori School must hold a public hearing as outlined in Sec. 1-c below (Public Hearing due to Noncompliance), below.

c) ***Public Hearing due to Noncompliance***

If Goodwater Montessori School receives notice of noncompliance for reasons identified under Education Code 37.207(e) or 37.2071(g), the Board shall hold a public hearing to notify the public of:

1. Goodwater Montessori School’s failure to submit or correct deficiencies in a MEOP or report the results of a safety and security audit to the TSSC as required by law;
2. The dates during which Goodwater Montessori School has not been in compliance; and
3. The names of each Board member and the Superintendent serving in that capacity during the dates Goodwater Montessori School was not in compliance. Goodwater Montessori School shall provide this information in writing to each person at the hearing.

The Board shall give members of the public a reasonable opportunity to appear before the Board and to speak on the issue of Goodwater Montessori School’s failure to submit or correct deficiencies in a MEOP. Goodwater Montessori School shall submit written confirmation to the TSSC that the public hearing was held.

Education Code 37.2071.

d) ***Disclosure of MEOP Documents***

A document relating to the Goodwater Montessori School MEOP is subject to disclosure if the disclosure allows a person to:

1. Verify that Goodwater Montessori School has established a MEOP and determine the agencies involved in the development of the plan and the agencies coordinating with Goodwater Montessori School to respond to an emergency, including the DSHS, local emergency services agencies, law enforcement agencies, health departments, and fire departments;
2. Verify that the MEOP was reviewed within the last 12 months and determine the specific review dates;
3. Verify that the MEOP addresses the phases of emergency management plans under Education Code 37.108(a);
4. Verify that Goodwater Montessori School employees have been trained to respond to an emergency and determine the types of training, the number of employees trained, and the person conducting the training;
5. Verify that each campus has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;
6. To the extent required by law, verify that the MEOP has established a plan for responding to a train derailment;
7. Verify that Goodwater Montessori School has completed a safety and security audit and determine the date the audit was conducted, the person conducting the audit, and the date the audit results were presented to the Board;
8. Verify that Goodwater Montessori School has addressed any recommendations by the Board for improvement of the MEOP and determine Goodwater Montessori School's progress within the last 12 months; and
9. To the extent required by law, verify that Goodwater Montessori School has established a visitor policy and identify the provisions governing access to a school building or other school property.

Education Code 37.108(c-2).

e) *Superintendent Duties*

The Superintendent shall ensure updating of the MEOP and ongoing staff training.

Sec. 2. SAFETY AND SECURITY AUDIT

a) *Audit Requirements*

At least once every three years, Goodwater Montessori School shall conduct a safety and security audit of Goodwater Montessori School facilities. To the extent possible, Goodwater Montessori School shall follow safety audit and security audit procedures developed by the TSSC or a person included in the TSSC's registry of persons providing school safety or security consulting services.

The safety and security audit must certify that Goodwater Montessori School used funds provided through the school safety allotment only for purposes provided by Education Code 42.168.

The results of the safety and security audit shall be reported to the Board and, in the manner required by the TSSC, to the TSSC. The report provided to the TSSC must be signed by the Board and Superintendent.

Education Code 37.108(b), (b-1), (c).

b) *Disclosure and Confidentiality*

Except as provide under Education Code 37.108(c-2), any document or information collected, developed, or produced during a safety and security audit is not subject to disclosure under the Texas Public Information Act. *Education Code 37.108(c-1).*

Sec. 3. SAFETY AND SECURITY COMMITTEE

Goodwater Montessori School shall establish a school safety and security committee in accordance with guidelines established by the TSSC.

a) *Committee Membership*

The school safety and security committee, to the greatest extent practicable, must include:

1. One or more representatives of an office of emergency management of a county or city in which Goodwater Montessori School is located;
2. One or more representatives of the local police department or sheriff's office;
3. One or more representatives of Goodwater Montessori School's police department, if applicable;
4. The Board president;
5. A member of the Board other than the Board president;
6. The Superintendent;
7. One or more designees of the Superintendent, one of whom must be a Goodwater Montessori School classroom teacher; and
8. Two parents or guardians of students enrolled in Goodwater Montessori School.

Education Code 37.109(a-1).

b) *Committee Responsibilities*

The school safety and security committee shall:

1. Participate on behalf of Goodwater Montessori School in developing and implementing emergency plans consistent with the MEOP to ensure that the plans reflect specific campus, facility, or support services needs;
2. Periodically provide recommendations to the Board and school administrators regarding updating the MEOP in accordance with best practices identified by TEA, the TSSC, or a person included in the registry of persons established by the TSSC as providing school safety or security consulting services;
3. Provide Goodwater Montessori School with any campus, facility, or support services information required in connection with a safety and security audit or other report required to be submitted to the TSSC;
4. Review each report required to be submitted by Goodwater Montessori School to the TSSC to ensure that the report contains accurate and complete information regarding each campus, facility, or support service in accordance with criteria established by the TSSC; and
5. Consult with local law enforcement agencies on methods to increase law enforcement presence near school campuses.

Education Code 37.109(b).

c) *Committee Meetings*

The school safety and security committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to the Texas Open Meetings Act and may meet in executive session as provided by Chapter 551, Government Code. Notice of a committee meeting must be posted in the same manner as notice of a Board meeting. *Education Code 37.109(c)-(d).*

Sec. 4. NOTICE OF ACTIVE THREAT EXERCISE

Before Goodwater Montessori School conducts an active threat exercise, including an active shooter simulation, Goodwater Montessori School shall ensure that adequate notice of the exercise is provided to students expected to participate in the exercise, the parents of those students, and staff likely to be part of the exercise, including information regarding:

1. The date on which the exercise will occur;
2. The content, form, and tone of the exercise; and
3. Whether the exercise will include a live simulation that mimics or appears to be an actual shooting incident.

Education Code 37.1141(a)(1). Goodwater Montessori School shall also ensure that:

1. The exercise is announced to students and faculty before the start of the exercise, including, if applicable, an announcement that the exercise will include a live simulation that mimics or appears to be an actual threat, such as a shooting incident.
2. First responder organizations that would likely respond in the event of a false report or alarm are notified regarding the exercise; and
3. A safe zone is created around the area in which the exercise will be conducted to keep out actual firearms, ammunition, and other weapons, other than firearms, ammunition, or other weapons carried by a peace officer, school resource officer, or school marshal or any other person authorized by the district to carry those items on school grounds.

Education Code 37.1141(a)(2)-(4). Goodwater Montessori School shall ensure that the content of any active threat exercise:

4. Is age appropriate and developmentally appropriate;
5. Has been developed by a team of school administrators, teachers, school-based mental health professionals, and law enforcement officers, with input from parents and students; and
6. Is designed to support the well-being of students who participate in the exercise before, during, and after the exercise is conducted.

Education Code 37.1141(a)(5). Goodwater Montessori School shall track data regarding the efficacy and impact of the exercise, including any feedback regarding the exercise from students, staff, or family members of students or staff and submit such data to the Texas School Safety Center. *Education Code 37.1141(a)(6), (c).*

Sec. 5. NOTIFICATION REGARDING BOMB THREAT OR TERRORISTIC THREAT

Upon receiving a bomb threat or terroristic threat relating to a campus or other Goodwater Montessori School facility at which students are present, Goodwater Montessori School shall provide notification of the threat as soon as possible to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable. *Education Code 37.113.*

Sec. 6. TRAUMATIC INJURY RESPONSE PROTOCOL

Goodwater Montessori School shall develop and annually make available a protocol for employees and volunteers to follow in the event of a traumatic injuries.

a) Protocol Requirements

The protocol must:

1. Provide for Goodwater Montessori School to maintain and make available to school employees and volunteers bleeding control stations for use in the event of a traumatic injury involving blood loss;
2. Ensure that bleeding control stations are stored in easily accessible areas of the campus that are selected by the school safety and security committee or the Board;
3. Require that a TEA-approved training on the use of a bleeding control station in the event of an injury to another person be provided to:
 - a. To the extent applicable, each Goodwater Montessori School peace officer commissioned or school security personnel employed under Education Code 37.081 who provides security services at the campus;
 - b. Each school resource officer who provides law enforcement at the campus; and
 - c. All other Goodwater Montessori School personnel who may be reasonably expected to use a bleeding control station; and
4. Require Goodwater Montessori School to annually offer instruction on the use of a bleeding control station from a school resource officer or other appropriate school personnel who has received appropriate training to students enrolled in grade seven or higher.

b) *Bleeding Control Stations*

The school safety and security committee or the Board may select, as easily accessible areas of the campus at which bleeding control stations may be stored, areas of the campus where automated external defibrillators are stored.

A bleeding control station contain all of the following required supplies in quantities determined appropriate by the Superintendent:

1. Tourniquets approved for use in battlefield trauma care by the armed forces of the United States;
2. Chest seals;
3. Compression bandages;
4. Bleeding control bandages;
5. Space emergency blankets;
6. Latex-free gloves;
7. Markers;
8. Scissors; and
9. Instructional documents developed by the American College of Surgeons or the United States Department of Homeland Security detailing methods to prevent blood loss following a traumatic event.

Bleeding control stations may also include medical material or equipment that:

1. May be readily stored in a bleeding control station;

2. May be used to adequately treat an injury involving traumatic blood loss; and
3. Is approved by local law enforcement or emergency medical services personnel.

Education Code 38.027.

Sec. 7. AUTOMATED EXTERNAL DEFIBRILLATORS

a) *Campus Availability*

Goodwater Montessori School shall make available at each campus at least one automated external defibrillator (AED). A campus defibrillator must be readily available during any Universal Interscholastic League (UIL) athletic competition held on the campus. In determining the location at which to store a campus defibrillator, the Principal shall consider the primary location on campus where students engage in athletic activities.

b) *Athletic Practices*

To the extent practicable, Goodwater Montessori School, in cooperation with the UIL, shall make reasonable efforts to ensure that an AED is available at each UIL athletic practice held at a Goodwater Montessori School campus. If Goodwater Montessori School is not able to make an AED available in such manner, Goodwater Montessori School shall determine the extent to which an AED must be available at each UIL athletic practice held at a campus; the determination must be based, in appropriate to any other appropriate considerations, on relevant medical information.

c) *Athletic Competitions*

Goodwater Montessori School, in cooperation with the UIL, shall determine the extent to which an AED must be available at each UIL athletic competition held at a location other than a Goodwater Montessori School campus. The determination must be based, in addition to any other appropriate considerations, on relevant medical information and whether emergency services personnel are present at the athletic competition under a contract with Goodwater Montessori School.

d) *Trained Staff*

Goodwater Montessori School shall ensure the presence at each location at which an AED is required at least one school employee trained in the proper use of the defibrillator at any time a substantial number of Goodwater Montessori School students are present at the location.

e) *AED Maintenance*

Goodwater Montessori School shall ensure that AEDs are used and maintained in accordance with standards established under Chapter 779, Health & Safety Code.

Education Code 38.017.

Sec. 8. RESPONSE TO CARDIAC ARREST

The Superintendent or designee shall develop safety procedures for school employees or students to follow in responding to a medical emergency involving cardiac arrest, including the appropriate response time in administering cardiopulmonary resuscitation, using an AED, or calling a local emergency medical services provider. *Education Code 38.018.*

Sec. 1. THREAT ASSESSMENTS

a) *Definitions*

“Harmful, threatening, or violent behavior” includes behaviors, such as verbal threats, threats of self-harm, bullying, cyberbullying, fighting, the use or possession of a weapon, sexual assault, sexual harassment, dating violence, stalking, or assault, by a student that could result in:

1. Specific interventions, including mental health or behavioral supports;
2. In-school suspension;
3. Out-of-school suspension; or
4. The student’s expulsion.

“Team” means a threat assessment and safe and supportive school team established by the Board.

b) *Threat Assessment and Safe and Supportive School Team*

The Board shall establish a threat assessment and safe and supportive school team at each campus, and shall adopt policies and procedures for the teams. The team is responsible for developing and implementing the safe and supportive school program under Education Code 37.115(b). Policies and procedures concerning the team must:

1. Be consistent with the model policies and procedures developed by the Texas School Safety Center;
2. Require each team to complete training provided by the Texas School Safety Center or a regional education service center regarding evidence-based threat assessment programs; and
3. Require each team established under this section to report the information required under Education Code 37.115(k) regarding the team’s activities to the TEA.

c) *Team Membership*

The Superintendent shall ensure that the members appointed to each team have expertise in counseling, behavior management, mental health and substance use, classroom instruction, special education, school administration, school safety and security, emergency management, and law enforcement. A team may serve more than one campus, provided that each Goodwater Montessori School campus is assigned a team.

d) *Team Responsibilities*

Each team shall:

1. Conduct a threat assessment that includes:

- a. Assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior in accordance with the policies and procedures adopted under this policy; and
- b. Gathering and analyzing data to determine the level of risk and appropriate intervention, including:
 - i. Referring a student for mental health assessment; and
 - ii. Implementing an escalation procedure, if appropriate based on the team's assessment, in accordance with Goodwater Montessori School policy;
2. Provide guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual; and
3. Support Goodwater Montessori School in implementing its multihazard emergency operations plan.

e) *Providing Mental Health Care Services*

A team may not a mental health care service to a student who is under 18 years of age unless the team obtains written consent from the parent of or person standing in parental relation to the student before providing the mental health care service. The consent must be submitted on a form developed by Goodwater Montessori School that complies with all applicable state and federal law. The student's parent or person standing in parental relation to the student may give consent for a student to receive ongoing services or may limit consent to one or more services provided on a single occasion.

f) *Determination of Risk*

i. *Risk of Violence to Self or Others*

On determination that a student or other individual poses a serious risk of violence to self or others, a team shall immediately report the determination to the Superintendent. If the individual is a student, the Superintendent shall immediately attempt to inform the parent or person standing in parental relation to the student. This notice requirement does not prevent an employee from acting immediately to prevent an imminent threat or respond to an emergency.

ii. *Risk of Suicide*

A team identifying a student at risk of suicide shall act in accordance with Goodwater Montessori School's suicide prevention program. If the student at risk of suicide also makes a threat of violence to others, the team shall conduct a threat assessment in addition to actions taken in accordance with Goodwater Montessori School's suicide prevention program.

iii. *Risk of Possessing Tobacco, Drugs or Alcohol*

A team identifying a student using or possessing tobacco, drugs, or alcohol shall act in accordance with Goodwater Montessori School's policies and procedures related to substance use prevention and intervention.

g) *Oversight Responsibility*

The Superintendent may establish a committee, or assign to an existing committee, the duty to oversee the operations of teams established for Goodwater Montessori School. A committee with oversight responsibility must include members with expertise in human resources, education, special education, counseling, behavior management, school administration, mental health and substance abuse, school safety and security, emergency management, and law enforcement.

h) *Reports to TEA*

A team must report to TEA the following information regarding the team's activities and other information for each campus the team serves:

1. The occupation of each person appointed to the team;
2. The number of threats and a description of the type of the threats reported to the team;
3. The outcome of each assessment made by the team, including:
 - a. Any disciplinary action taken, including a change in school placement;
 - b. Any action taken by law enforcement; or
 - c. A referral to or change in counseling, mental health, special education, or other services;
4. The total number, disaggregated by student gender, race, and status as receiving special education services, being at risk of dropping out of school, being in foster care, experiencing homelessness, being a dependent of military personnel, being pregnant or a parent, having limited English proficiency, or being a migratory child, of, in connection with an assessment or reported threat by the team:
 - a. Citations issued for Class C misdemeanor offenses;
 - b. Arrests;
 - c. Incidents of uses of restraint;
 - d. Changes in school placement, including placement in a juvenile justice alternative education program or disciplinary alternative education program, if applicable;
 - e. Referrals to or changes in counseling, mental health, special education, or other services;
 - f. Placements in in-school suspension or out-of-school suspension and incidents of expulsion;
 - g. Unexcused absences of 15 or more days during the school year; and
 - h. Referrals to juvenile court for truancy; and
5. The number and percentage of school personnel trained in:

- a. A best-practices program or research-based practice under Section 161.325, Health and Safety Code, including the number and percentage of school personnel trained in:
 - i. Suicide prevention; or
 - ii. Grief and trauma-informed practices;
- b. Mental health or psychological first aid for schools;
- c. Training relating to the safe and supportive school program established under Education Code 37.115(b); or
- d. Any other program relating to safety identified by the Commissioner.

Education Code 37.115.

Sec. 2. TRAUMA-INFORMED CARE PLAN

a) *Plan Requirements*

Goodwater Montessori School shall adopt and implement a plan requiring the integration of trauma-informed practices in each school environment. The plan must address:

1. Using resources developed by TEA, methods for:
 - a. Increasing staff and parent awareness of trauma-informed care; and
 - b. Implementation of trauma-informed care practices and care by school staff; and
2. Available counseling options for students affected by trauma or grief.

b) *Training Requirements*

Methods for increasing awareness and implementation of trauma-informed care must be discussed in training provided:

1. Through a program selected from the list of recommended best practice-based programs and research-based practices established under Health & Safety Code 161.325;
2. As part of any new employee orientation for all new educators; and
3. To existing educators on a schedule adopted by the TEA at intervals necessary to keep educators informed of developments in the field.

Goodwater Montessori School shall keep records of each training conducted, to include the name of each staff member who participated in the training.

c) *Reports to TEA*

Goodwater Montessori School shall report annually to TEA the following information for the school as a whole and for each school campus:

1. The number of teachers, principals, and counselors employed by Goodwater Montessori School who have completed the required training; and
2. The total number of teachers, principals, and counselors employed by Goodwater Montessori School.

Education Code 38.036.

Sec. 1. PERSONAL USE

a) *Telecommunications Devices*

The Superintendent or designee shall develop guidelines regarding student possession of electronic devices, including personal telecommunications devices or paging devices, at school or school-related activities. Such guidelines shall be addressed in the Student Handbook.

Disciplinary consequences for violating Goodwater Montessori School’s guidelines concerning student possession of electronic devices will be in accordance with the Student Code of Conduct.

b) *Confiscation of Electronic Devices*

An authorized Goodwater Montessori School employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device may be released for an administrative fee, not to exceed \$15, as determined by the Superintendent or designee.

If a personal telecommunications device is not retrieved, Goodwater Montessori School shall dispose of the device after providing notice required by law.

Goodwater Montessori School will not be responsible for damage to or loss or theft of confiscated items.

c) *Other Electronic Devices*

Guidelines regarding personal electronic devices shall be addressed in the Student Handbook.

d) *No Responsibility for Devices*

Goodwater Montessori School is not responsible for any damaged, lost, or stolen personal device.

Sec. 2. INSTRUCTIONAL USE

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements.

Sec. 1. AUTHORIZED FEES

Goodwater Montessori School may require payment of:

1. Fees for materials used in any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of materials.
2. Membership dues in student organizations or clubs, and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
3. Security deposits for the return of materials, supplies, or equipment.
4. Fees for personal physical education and athletic equipment and apparel. However, any student may provide his or her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the Board.
5. Fees for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements.
6. Fees specifically permitted by any other statute.
7. Fees for an authorized, voluntary student health and accident benefit plan.
8. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by Goodwater Montessori School.
9. Fees for items of personal apparel that become the property of the student and that are used in extracurricular activities.
10. Parking fees and fees for identification cards.
11. Fees for driver training courses, provided that such fees shall not exceed the actual Goodwater Montessori School cost per student in such programs for the current school year.
12. Fees for courses offered for credit that require the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option.
13. Fees for courses offered during summer school, except that the Board may charge a fee for a course required for graduation only if the course is also offered without a fee during the regular school term.
14. A reasonable fee for transportation of a student who lives within two miles of the school the student attends to and from that school, except that the Board may not charge a fee for transportation for which Goodwater Montessori School receives funds under Education Code 48.151(d).
15. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under Education Code 25.092.
16. If Goodwater Montessori School does not receive any funds under Section 48.151 and does not participate in a county transportation system for which an allotment is provided under Section 48.151(i), a reasonable fee for the transportation of a student to and from the school the student attends.

17. A fee for enrollment in an electronic course provided through the Texas Virtual School Network (TxVSN) in accordance with Education Code 30A.155.

Education Code 11.158, 30A.155.

Sec. 2. PROHIBITED FEES

Goodwater Montessori School may not charge fees for:

1. Instructional materials, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course except as authorized under the Education Code.
2. Field trips required as part of a basic educational program or course.
3. Any specific form of dress necessary for any required educational program or diplomas.
4. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
5. Library materials required to be used for any educational course or program. However, fines may be assessed for lost, damaged, or overdue materials.
6. Admission to any activity the student is required to attend as a prerequisite to graduation.
7. Admission or examination in any required educational course or program.
8. Lockers.

Education Code 11.158(b).

Sec. 3. PERSONAL SUPPLIES

Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks. Students may be required to furnish school uniforms, subject to the provisions of Education Code 11.162 regarding educationally disadvantaged students. *Education Code 11.158(c)*

Sec. 4. WAIVER OF FEES

Goodwater Montessori School shall adopt reasonable procedures for waiving a deposit or fee if a student or the student's parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual, and in the student handbook. *Education Code 11.158(f).*

Sec. 5. POST-SECONDARY INSTRUCTIONAL PROGRAMS

The Board may charge reasonable fees for goods and services provided in connection with any postsecondary instructional program, including career and technology, adult, veterans, or continuing education, community service, evening school, and high school equivalency programs. *Education Code 11.158(b)-(c), (e)-(g).*

Sec. 6. DISSEMINATION OF FEE SCHEDULE

The Superintendent or designee shall ensure that a Student Fee Schedule is provided to all students and parents, including specific notice of the fees relating to:

1. Goodwater’s after-school program, which is offered to parents as an option and wholly unrelated to the public school program provided during school hours;
2. Tuition for pre-kindergarten as permitted under Texas Education Code Section 29.1531;
3. Optional school supplies assembled annually for the convenience of Goodwater families;
and
4. Any other fees approved by the school administration that are consistent with this policy.

Sec. 1. GENERAL GUIDELINES

Goodwater Montessori School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.

Disciplinary consequences shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

Sec. 2. STUDENT CODE OF CONDUCT

The Board shall adopt a Student Code of Conduct, which shall establish standards for behavior and identify general types of prohibited behavior and their possible consequences. The Student Code of Conduct shall also outline Goodwater Montessori School's due process procedures with respect to expulsion. *Education Code 12.131(a)*.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Made available for review in the Principal's office; and
2. Made available on the Goodwater Montessori School website and/or as hard copy to students, parents, teachers, administrators, and to others on request.

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Sec. 3. OUT-OF-SCHOOL SUSPENSION AND STUDENTS WHO ARE HOMELESS

Goodwater Montessori School may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Conduct that contains the elements of an offense related to weapons under Penal Code 46.02 or 46.05;
2. Conduct that contains the elements of a violent offense under Penal Code 22.01, 22.011, 22.02, or 22.021; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:

- a. Marijuana or a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 USC 801;
- b. A dangerous drug, as defined by Health and Safety Code Chapter 483; or
- c. An alcoholic beverage, as defined by Alcoholic Beverage Code 1.04.

Education Code 37.005(d).

Sec. 4. CORPORAL PUNISHMENT

The Board prohibits the use of corporal punishment in Goodwater Montessori School. Students shall not be spanked, paddled, or otherwise physically disciplined for violations of the Student Code of Conduct.

Sec. 5. EXTRACURRICULAR STANDARDS OF BEHAVIOR

Sponsors and coaches of extracurricular activities may develop and submit for approval standards of behavior that are higher than the Goodwater Montessori School-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off Goodwater Montessori School property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, age, or national origin.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or when the students first begin participation in the activity. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

Sec. 6. EXPULSION

The Superintendent or designee shall determine conduct for which students may be expelled from school. Expellable offenses shall be described in the Student Code of Conduct, which shall be distributed to students and parents on an annual basis, as well as made available at each Goodwater Montessori School campus and posted on the Goodwater Montessori School website. *Education Code 12.131.*

a) *Federal Firearm Provision*

In accordance with the Gun-Free Schools Act, Goodwater Montessori School shall expel from the student’s regular program, for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to any Goodwater Montessori School campus. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student’s exclusion from the regular school program on a case-by-case basis. *18 U.S.C. 922.*

For the purposes of this provision, “firearm” means:

1. Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device. “Destructive device” means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

18 U.S.C. 921(a).

b) *Expulsion Proceedings*

i. *Due Process*

Before a student may be expelled, the Board or its designee shall provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution. The minimum procedural requirements necessary to satisfy due process depend upon the circumstances and the interests of the parties involved. Federal due process requires notice and some opportunity for hearing.

ii. *Notice*

The notice should contain a statement of the specific charges and grounds that, if proven, would justify expulsion. In some cases, the student should be given the names of the witnesses against him or her and an oral or written report on the facts to which each witness testifies.

iii. Hearing

The rights of the student may properly be determined upon the hearsay evidence of school administrators who investigate disciplinary infractions.

iv. Representative

At the hearing, the student is entitled to be represented by the student's parent, guardian, or another adult who can provide guidance to the student and who is not an employee of Goodwater Montessori School. If Goodwater Montessori School makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, Goodwater Montessori School may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

v. Term of Expulsion

If the period of expulsion is inconsistent with the guidelines on length of expulsion in the Student Code of Conduct, the order must give notice of the inconsistency.

vi. Appeals

The Superintendent or designee shall develop an appeal process for expulsion decisions; this process shall recognize the Board's final authority to hear or decide a parent or student appeal of an expulsion. The Superintendent or designee shall ensure that the appeal process is made available to students and parents through the Student Handbook. The Board's decision is final and may not be appealed.

Disciplinary consequences shall not be deferred pending an appeal.

PART I: DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER SECTION 504

Sec. 1. STUDENTS WITH DISABILITIES UNDER SECTION 504

Goodwater Montessori School shall conduct an evaluation in accordance with 34 C.F.R. 104.35(b) before taking any action with respect to any significant change in placement of a student with a disability who needs or is believed to need special education and related services. *34 CFR 104.35(a)*.

Goodwater Montessori School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who is currently engaging in the illegal use of drugs or alcohol to the same extent that Goodwater Montessori School would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to such disciplinary action. *29 U.S.C. 705(20)(C)(iv)*.

**PART I: DISCIPLINE OF STUDENTS RECEIVING
SPECIAL EDUCATION SERVICES**

Sec. 2. SPECIAL EDUCATION STUDENTS

Except as set forth below, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal (“ARD”) committee. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations.

Sec. 3. REMOVAL FOR TEN DAYS OR FEWER

A student with a disability who violates the Student Code of Conduct may be moved from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days, to the extent those alternatives are applied to children without disabilities. *20 U.S.C. 1415(k)(1)(B); 34 C.F.R. 300.530(b)(1)*.

a) *Services During Removal*

Goodwater Montessori School is required to provide services during the period of removal if Goodwater Montessori School provides services to a child without disabilities who is similarly removed. *34 C.F.R. 300.530(d)*.

Sec. 4. SUBSEQUENT REMOVALS OF TEN DAYS OR FEWER

Goodwater Montessori School personnel may remove the student for additional removals of not more than ten consecutive school days in that same school year for separate incidents of

misconduct, as long as those removals do not constitute a change in placement. *34 C.F.R. 300.530(b)(1)*.

a) *Services During Removal*

After a student with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent removal of ten consecutive school days or less, school personnel, in consultation with at least one of the student’s teachers, shall determine the extent to which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s individualized education program (“IEP”). *20 U.S.C. 1415(k)(1)(D); 34 C.F.R. 300.530(d)(4)*.

b) *Notice of Procedural Safeguards*

Not later than the date on which the decision to take the disciplinary action is made, Goodwater Montessori School shall notify the student’s parents of the decision and of all procedural safeguards. *20 U.S.C. 1415(k)(1)(H)*.

Sec. 5. CHANGES IN PLACEMENT

Any disciplinary action that would constitute a change in placement may be taken only after the student’s ARD committee conducts a manifestation determination review.

For purposes of disciplinary removal of a student with a disability, a change in placement occurs if a student is:

1. Removed from the student’s current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
 - a. The series of removals total more than ten school days in a school year;
 - b. The student’s behavior is substantially similar to the student’s behavior in the previous incidents that resulted in the series of removals; and
 - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

Goodwater Montessori School determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement. Goodwater Montessori School’s determination is subject to review through due process and judicial proceedings.

34 C.F.R. 300.536.

Goodwater Montessori School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who violates the Student Code of Conduct. *20 U.S.C. 1415(k)(1)(A)*.

Sec. 6. MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a student because of a violation of the Student Code of Conduct, Goodwater Montessori School, parents, and relevant members of the ARD committee (as determined by the parent and Goodwater Montessori School shall review all relevant information in the student’s file, including the student’s IEP, any teacher observations, and any relevant information provided by the parents to determine whether the conduct in question was:

1. Caused by, or had a direct and substantial relationship to, the student’s disability; or
2. The direct result of Goodwater Montessori School’s failure to implement the IEP.

If Goodwater Montessori School, the parent, and relevant members of the ARD committee determine that either of the above is applicable, the conduct shall be determined to be a manifestation of the student’s disability.

If Goodwater Montessori School, the parent, and relevant members of the ARD committee determine the conduct was the direct result of Goodwater Montessori School’s failure to implement the IEP, Goodwater Montessori School shall take immediate steps to remedy those deficiencies.

20 U.S.C. 1415(k)(1)(E); 34 C.F.R. 300.530(e).

a) *No Manifestation*

If the determination is that the student’s behavior was not a manifestation of the student’s disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as for students without disabilities. The ARD committee shall determine the interim alternative educational setting.

20 U.S.C. 1415(k)(1)(C), (k)(2); 34 C.F.R. 300.530(c).

i. Services During Removal

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP.

2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1)–(2)

b) *Manifestation*

If Goodwater Montessori School, the parents, and relevant members of the ARD committee determine that the conduct was a manifestation of the student’s disability, the ARD committee shall:

1. Conduct a functional behavioral assessment (“FBA”), unless Goodwater Montessori School had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan (“BIP”) for the student; or
2. If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

Except as provided at “Special Circumstances” below, the ARD committee shall return the student to the placement from which the student was removed, unless the parent and Goodwater Montessori School agree to a change in placement as part of the modification of the BIP.

20 U.S.C. 1415(k)(1)(F); 34 C.F.R. 300.530(f).

c) *Special Circumstances*

Goodwater Montessori School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of Texas Education Agency (“TEA”) or Goodwater Montessori School; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or Goodwater Montessori School;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or Goodwater Montessori School.

20 U.S.C. 1415(k)(1)(G); 34 C.F.R. 300.530(g).

The ARD committee shall determine the interim alternative educational setting. *20 U.S.C. 1415(k)(2)*.

d) *Services During Removal*

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1).

Sec. 7. APPEALS

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. Additionally, Goodwater Montessori School may request a hearing if it believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others. *20 U.S.C. 1415(k)(3)(A); 34 C.F.R. 300.532(a); 19 TAC 89.1151*.

When an appeal has been requested by a parent or Goodwater Montessori School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the student’s assignment to the alternative setting, whichever occurs first, unless the parent Goodwater Montessori School agree otherwise. *20 U.S.C. 1415(k)(4); 34 C.F.R. 300.533*.

Sec. 8. REPORTING CRIMES

Federal law does not prohibit Goodwater Montessori School from reporting a crime committed by a student with a disability to appropriate authorities. If Goodwater Montessori School reports a crime, Goodwater Montessori School shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom Goodwater Montessori School reported the crime. Goodwater Montessori School may transmit records only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA). *20 U.S.C. 1415(k)(6); 34 C.F.R. 300.535*.

Sec. 9. STUDENTS NOT YET IDENTIFIED

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated the Student Code of Conduct may assert any of the protections provided for in the Individuals with Disabilities Education Act (“IDEA”) if Goodwater Montessori School had knowledge that the student had a disability before the behavior that precipitated that disciplinary action occurred. *20 U.S.C. 1415(k)(5)(A); 34 C.F.R. 300.534(a).*

a) *School Knowledge*

Goodwater Montessori School shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to Goodwater Montessori School supervisory or administrative personnel, or to the teacher of the student, that the student was in need of special education and related services;
2. The parent requested an evaluation of the student for special education and related services; or
3. The student’s teacher, or other Goodwater Montessori School personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the special education director or to other Goodwater Montessori School supervisory personnel.

20 U.S.C. 1415(k)(5)(B); 34 C.F.R. 300.534(b).

b) *Exception*

Goodwater Montessori School shall not be deemed to have knowledge that the student had a disability if:

1. The parent has not allowed an evaluation of the student;
2. The parent has refused services; or
3. The student has been evaluated and it was determined that the student did not have a disability.

20 U.S.C. 1415(k)(5)(C); 34 C.F.R. 300.534(c).

If Goodwater Montessori School does not have knowledge (as described above), before taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

20 U.S.C. 1415(k)(5)(D); 34 C.F.R. 300.534(d).

Sec. 10. BEHAVIOR MANAGEMENT TECHNIQUES

It is Goodwater Montessori School’s policy to treat all students with dignity and respect, including students with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities. *Education Code 37.0021; 19 TAC 89.1053(j).*

a) *Exceptions*

Education Code 37.0021 (Use of Confinement, Restraint, Seclusion, and Time-Out) does not apply to:

1. A peace officer, while performing law enforcement duties;
2. Juvenile probation, detention, or corrections personnel; or
3. An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in a Goodwater Montessori School educational program.

“Law enforcement duties” means activities of a peace officer relating to the investigation and enforcement of state criminal laws and other duties authorized by the Code of Criminal Procedure.

Education Code 37.0021(b)(4), (g); 19 TAC 89.1053(l), (m).

Further, Education Code 37.0021 does not prevent a student’s locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

1. The student possesses a weapon; and
2. The confinement is necessary to prevent the student from causing bodily harm to the student or another person.

For these purposes, “weapon” includes any weapon described under Education Code 37.007(a)(1).

Education Code 37.0021(f).

b) *Confinement*

A student with a disability who receives special education services may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique. *Education Code 37.0021(a).*

c) *Seclusion*

A Goodwater Montessori School employee or volunteer or an independent contractor of Goodwater Montessori School may not place a student in seclusion. *Education Code 37.0021(c)*.

“Seclusion” means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

1. Is designed solely to seclude a person; and
2. Contains less than 50 square feet of space.

Education Code 37.0021(b)(2).

d) *Restraint*

A Goodwater Montessori School employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

19 TAC 89.1053(c).

“Restraint” means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

19 TAC 89.1053(b)(1)–(2).

ii. ***Training***

Training for Goodwater Montessori School employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 TAC 89.1053(d).

iii. Documentation

In a case in which restraint is used, Goodwater Montessori School employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e).

e) **Time-Out**

A Goodwater Montessori School employee, volunteer, or independent contractor may use time-out with the following limitations.

1. Physical force or threat of physical force shall not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student’s IEP and/or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.
3. Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student’s IEP.

19 TAC 89.1053(g).

“Time-out” means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

19 TAC 89.1053(b)(3).

i. Training

Training for Goodwater Montessori School employees, volunteers, or independent contractors regarding the use of time-out shall be provided according to the requirements set forth at 19 TAC 89.1053(h).

ii. Documentation

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The ARD committee must use any collected data to judge the

effectiveness of the intervention and provide a basis for making determinations regarding its continued use. *19 TAC 89.1053(i)*.

PART I: REPORTING EDUCATOR MISCONDUCT

SEC. 1. MATTERS TO REPORT

In addition to the reporting requirements under Family Code 261.101¹, the Superintendent shall notify the State Board for Educator Certification (the “SBEC”) if:

1. An educator employed by or seeking employment with Goodwater Montessori School has a reported criminal history and Goodwater Montessori School obtained information about the educator’s criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety;
2. An educator’s employment with Goodwater Montessori School was terminated and there is evidence that the educator:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Was involved in a romantic relationship or solicited or engaged in sexual conduct with a student or minor;
 - c. Possessed, transferred, sold, or distributed a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. § 801 *et seq.*;
 - d. Illegally transferred, appropriated, or expended Goodwater Montessori School property or funds;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for purposes of promotion or additional compensation; or
 - f. Committed a crime or any part of a crime while on Goodwater Montessori School property or at a school-sponsored event.
3. The educator resigned and reasonable evidence supported a recommendation to terminate the individual because he or she engaged in misconduct described in paragraph 2 above; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.

Education Code 21.006, 22.087; 19 TAC 243.14(d).

SEC. 2. REQUIREMENT TO COMPLETE INVESTIGATION

¹ During the 87th regular legislative session in 2021, the standard for reporting child abuse and neglect under Texas Family Code §261.101 was changed from “cause to believe” to “***reasonable cause to believe***.” A person having reasonable cause to believe abuse or neglect has occurred is required to make a report within 48 hours of when they first had reasonable cause to believe the abuse or neglect occurred.

The Superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct items 2(a) or (b) in Part I, Section 1 (Matters to Report) above, despite the educator's resignation from employment before completion of the investigation. *Education Code 21.006(b-1)*.

SEC. 3. DEADLINE FOR REPORTING TO SBEC

The Superintendent/CEO must notify the SBEC in writing not later than the seventh business day after the date the Superintendent receives a report under Part I, Section 6 (Report by Principal) or otherwise knew about an educator's termination of employment or resignation following an alleged incident of misconduct or an employee's criminal record. *Education Code 21.006(c)*.

SEC. 4. CONTENTS OF REPORT

The report shall be in writing in a form prescribed by the SBEC, and may be filed through the Internet portal developed and maintained by the SBEC, and must include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual circumstances requiring the report and identify the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims;
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report;
6. Current employment status of the subject, including any information about proposed termination, notice of resignation, or pending employment actions; and
7. Involvement by a law enforcement or other agency, including the Texas Education Agency.

Education Code 21.006(c-1); 19 TAC 249.14(f).

The Superintendent/CEO shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. *Education Code 21.006(h)*.

SEC. 5. REPORT NOT REQUIRED

The Superintendent/CEO is not required to notify the SBEC or file a report if the Superintendent/CEO:

1. Completes an investigation into an alleged incident of misconduct for:
 - a. Abuse or unlawful act with a student or minor; or
 - b. Involvement in a romantic relationship with or solicitation or engagement in sexual contact with a student or minor; and
2. Determines the educator did not engage in the alleged incident of misconduct.

Education Code 21.006(c-2).

The Superintendent/CEO should seek legal counsel before making any such determination, and if there is any doubt or concern, err on the side of reporting to the SBEC.

SEC. 6. REPORT BY THE PRINCIPAL

The Principal of a Goodwater Montessori School campus must notify the Superintendent/CEO not later than the seventh business day after learning of an educator's termination of employment or resignation following an alleged incident of misconduct or the principal knew about an educator's criminal record, as described in Part I, Section 1 (Matters to Report) above. *Education Code 21.006(b-2).*

SEC. 7. NOTICE OF REPORT

a) Notice to the Board and Educator

The Superintendent/CEO shall notify the Board and the educator of the filing of a report to the SBEC. The Superintendent/CEO shall notify the Board before filing the report. *Education Code 21.006(d); 19 TAC 249.14(d)(3)(B).*

b) Notice Prior to Accepting Educator's Resignation

Before accepting an employee's resignation that requires filing a report, the Superintendent/CEO shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. *19 TAC 249.14(d)(3).*

c) Notice to Parents

The Superintendent/CEO or designee shall provide notice to the parent or guardian of a student if there is evidence that an educator:

1. Abused or otherwise committed an unlawful act with a student or minor; or

2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

The notice must inform the parent or guardian:

1. That the alleged misconduct occurred;
2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the SBEC concerning the alleged misconduct.

The Superintendent or designee shall provide such notice as soon as feasible after Goodwater Montessori School becomes aware that alleged misconduct may have occurred.

Education Code 21.0061.

SEC. 8. IMMUNITY

The Superintendent/CEO, a director, or principal who in good faith and while acting in an official capacity files a report with the SBEC under this policy or communicates with another superintendent/CEO, director, or principal concerning an educator's criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e).*

PART II: REPORTING EMPLOYEE (NON-EDUCATOR) MISCONDUCT

SEC. 1. APPLICABILITY

Part II of this policy applies to a person who is employed by Goodwater Montessori School and who does not hold a certification or permit issued under Subchapter B, Chapter 21 of the Texas Education Code.

SEC. 2. TERMINATIONS OR RESIGNATIONS TO REPORT

In addition to the reporting requirement under Section 261.10, Family Code, the Superintendent/CEO shall notify the Commissioner of Education (the "Commissioner") if:

1. An employee's employment at Goodwater Montessori School was terminated and there is evidence that the employee:
 - a. Abused or otherwise committed an unlawful act with a student or minor; or
 - b. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor; or

2. The employee resigned and there is evidence that the employee engaged in misconduct described in item 1 above.

Education Code 22.093(c).

SEC. 3. NOTICE BY THE PRINCIPAL

The Principal of any Goodwater Montessori School campus must notify the Superintendent/CEO not later than the seventh business day after the date of an employee's termination of employment or resignation in the circumstances discussed in Part II, Section 2 (Terminations or Resignations to Report). *Education Code 22.093(e).*

SEC. 4. REQUIREMENT TO COMPLETE INVESTIGATION

The Superintendent/CEO shall complete an investigation of an employee that involves evidence that the employee may have engaged in misconduct described in Part II, Section 2 (Terminations or Resignations to Report), despite the employee's resignation from employment before completion of the investigation. *Education Code 22.093(d).*

SEC. 5. DEADLINE TO REPORT TO THE COMMISSIONER

The Superintendent/CEO must notify the Commissioner by filing a report not later than the seventh business day after the date the Superintendent receives a report from a Principal or knew about an employee's termination of employment or resignation following an alleged incident of misconduct described in Part II, Section 2 (Terminations or Resignations to Report).

The report must be in writing and in a form prescribed by the Commissioner.

Education Code 22.093(f).

SEC. 6. ADDITIONAL REPORTS

The Superintendent/CEO shall notify the Board and the employee of the filing of the report. *Education Code 22.093(g).*

SEC. 7. IMMUNITY

The Superintendent/CEO, director, or Principal who in good faith and while acting in an official capacity files a report under this Sec. 4.3.2 is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 22.093(h).*

SEC. 1. REPORTING CHILD ABUSE OR NEGLECT

Any Goodwater Montessori School officer, director, employee, agent, volunteer or contractor having reasonable cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse, maltreatment or neglect by any person shall **immediately** make a report (within 48 hours or less) to at least one of the following authorities after learning of facts giving rise to the reasonable cause to believe:

1. A local or state law enforcement agency;
2. The Texas Department of Family and Protective Services (“DFPS”), Child Protective Services Division;
3. A local office of Child Protective Services, where available; or
4. The state agency that operates, licenses, or registers the facility in which the alleged child abuse or neglect occurred.

If a professional has reasonable cause to believe that a child has been abused, maltreated or neglected or may be abused, maltreated or neglected, or that a child is a victim of an offense under Penal Code 21.11 (Indecency with a Child), and the professional has reasonable cause to believe that the child has been abused as defined by law, the professional shall make a report **not later than the 48th hour** after the hour the professional first has reasonable cause to believe that the child has been or may be abused or neglected or is a victim of an offense under Penal Code 21.11. A professional **may not delegate to or rely on** another person to make the report. For purposes of this policy, “professional” means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children.

A report should reflect the reporter’s belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the DFPS. All other reports should be made to any local or state law enforcement agency, the DFPS, the Texas Education Agency (if abuse or neglect occurred at school), another state agency where the abuse or neglect occurred, or an agency designated by a court responsible for protection of children.

Texas Family Code, Chapter 261; 19 TAC 100.1211.

SEC. 2. TRAINING

The Superintendent or designee shall ensure that training on child abuse and neglect is provided as required by law.

Training concerning prevention techniques for, and recognition of, sexual abuse, trafficking, and all other maltreatment of children, including the sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities, must be provided as a part of new employee orientation to all new Goodwater Montessori School employees. The training must include:

1. Factors indicating a child is at risk for sexual abuse, trafficking, or other maltreatment;
2. Warning signs indicating a child may be a victim of sexual abuse, trafficking, or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;
4. Techniques for reducing a child's risk for sexual abuse, trafficking, or other maltreatment; and
5. Information on community organizations that have relevant research-based programs that are able to provide training or other education for Goodwater Montessori School staff, students, and parents.

Goodwater Montessori School must maintain records that include the district or charter school staff members who participated in the training.

SEC. 3. RETALIATION PROHIBITED

Goodwater Montessori School may not suspend or terminate the employment of, discriminate against, or take any other adverse employment action against a person who is a professional, as that term is defined by Texas Family Code 261.101(b), and who in good faith:

1. Reports child abuse or neglect to:
 - a. The person's supervisor;
 - b. An administrator of the facility where the person is employed;
 - c. A state regulatory agency; or
 - d. A law enforcement agency; or
2. Initiates or cooperates with an investigation or proceeding by a governmental entity relating to an allegation of child abuse or neglect.

“Adverse employment action” means an action that affects an employee’s compensation, promotion, transfer, work assignment, or performance evaluation, or any other employment action that would dissuade a reasonable employee from making or supporting a report of abuse or neglect.

Texas Family Code 261.110.

SEC. 4. POSTING INFORMATION

Using a format and language that is clear, simple, and understandable to students, Goodwater Montessori School shall post, in English and in Spanish:

1. The current toll-free DFPS Abuse Hotline telephone number;
2. Instructions to call 911 for emergencies; and
3. Directions for accessing the DFPS website (www.txabusehotline.org) for more information on reporting abuse, neglect, and exploitation.

This information shall be posted at each Goodwater Montessori School campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The information must be on a poster (11.17 inches or larger) in large print and placed at eye-level to the student for easy viewing. The current toll-free DFPS Abuse Hotline telephone number should be in bold print.

SEC. 5. ANNUAL REVIEW

The Board shall annually review policies for reporting child abuse and neglect. *19 Tex. Admin. Code § 61.1051(b).*

SEC. 6. COMPUTER TECHNICIAN REPORTS OF CHILD PORNOGRAPHY

Any computer technician employed by Goodwater Montessori School who, in the course and scope of employment or business with Goodwater Montessori School, views an image on a computer that is or appears to be child pornography must immediately report the discovery to a local or state law enforcement agency or the Cyber Tipline at the National Center for Missing and Exploited Children. The report must include the name and address of the owner or person claiming a right to possession of the computer, if known, and as permitted by federal law.

Except in a case of willful or wanton misconduct, a computer technician may not be civilly liable for reporting or failing to report the discovery of an image. A computer technician who intentionally fails to report an image may be subject to criminal prosecution. *Business & Commerce Code 110.002.*

WILCO MONTESSORI PARTNERS BOARD POLICY MANUAL
POLICY GROUP 4 – PERSONNEL
REPORTING CHILD ABUSE AND NEGLECT

PG-4.12

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SEC. 1. PERSONAL LEAVE

Goodwater Montessori School does not directly participate in the State Personal Leave Program or provide or recognize “State Days” under Education Code, Chapter 22; therefore, accumulated state personal leave days from other Texas School Districts or public schools may not be transferred in or out of the Goodwater Montessori School system.

a) Local Leave

The Superintendent shall adopt procedures to implement and control Local Leave benefits.

Local Vacation Leave.

Goodwater Montessori School does not offer Local Vacation Leave.

Local Personal Leave.

Each full-time employee is entitled to 1 day of personal leave for each month worked (10-month employees = 10 days, 11-month employees = 11, 12-month = 12).

Non-Discretionary Leave.

Non-discretionary leave is leave that is unforeseen, such as injury or illness. In cases of non-discretionary leave requests, employees are required to contact their immediate supervisor at least one (1) hour before their shift begins. If an employee is out for 3 or more days due to an illness, the employee must submit a doctor’s release upon return to work.

Discretionary Leave.

Discretionary leave is leave that is foreseeable and planned. Discretionary leave is subject to the following limitations:

- The employee shall submit a request for discretionary use of personal leave to the Director of Operations at least five days in advance of the requested date. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or school operations, as well as the availability of substitutes

- Discretionary personal leave may not ordinarily be taken on blackout days as defined annually in the Employee Handbook, but the Superintendent/CEO is authorized to make exceptions to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students

b) Medical Certification

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

c) Rollover of Local Leave

All eligible employees will be allowed to roll over up to 5 unused personal leave days as follows:

- Roll over days can accumulate up to 15 days,
- The employee is required to complete the proper forms for requesting the use of rollover days,
- Staff who resign, are terminated, or do not have their letters of understanding renewed at the end of the school year will lose any and all rollover days without compensation.

SEC. 2. EXTENDED SICK LEAVE

Goodwater Montessori School shall also provide all employees who have worked for Goodwater Montessori School for at least one calendar year 10 calendar days of extended sick leave. This leave may only be used if an employee has exhausted his or her earned Local Leave benefits and only for the employee’s personal illness or disability, including pregnancy-related disability.

Extended sick leave is to be used for single, long-term illnesses or conditions. “Single” is defined as one illness or condition; “long-term” is defined as an absence of ten or more consecutive days. An employee is eligible for extended sick leave once every three years.

A doctor’s written statement confirming the need for extended sick leave shall be required before leave is granted, and periodically thereafter as determined by Goodwater Montessori School. Extended sick leave will stop on the date the doctor releases the employee or when all extended sick leave has been exhausted, whichever comes first.

The daily rate of a substitute shall be deducted from an employee's daily pay during a period of extended sick leave, even if a substitute is not used. The Superintendent shall adopt procedures to implement and control Extended Sick Leave benefits.

Maternity Leave

After all available personal days and any comp time have been exhausted, an eligible employee shall be granted in a school year a maximum of 10 days of paid maternity leave. The school also complies with all sections of the Family Medical Leave Act as described in the legal policy.

The following conditions apply for use of Maternity Leave:

- Maternity Leave is available to full-time employees only,
- A written request for Maternity Leave must be accompanied by medical certification of the condition,
- The employee has been employed for at least six months

SEC. 3. EMERGENCY LEAVE

Employees may be granted up to 10 days of emergency leave without loss of pay or accumulated Local Leave for destruction of their home or domicile due to flood, fire, or storm, other natural disasters or force majeure. Such leave is subject to the approval of the Superintendent or designee. Any further leave granted will result in a deduction of accumulated Local Leave, a deduction of the daily rate of pay, or unpaid leave, unless otherwise provided by Goodwater Montessori School.

SEC. 4. BEREAVEMENT LEAVE

Goodwater Montessori School employees may be absent, without loss of pay, in the event of the death of one of the following relatives of the employee or his or her spouse: husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee's household at the time of illness or death. No more than 3 paid local leave days will be used for this purpose in any one school year unless otherwise approved by the Superintendent or designee.

SEC. 5. RELIGIOUS OBSERVANCES

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

SEC. 6. JURY DUTY AND OTHER COURT APPEARANCES

Goodwater Montessori School will pay a non-exempt employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Goodwater Montessori School shall not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States.

SEC. 7. VOTING LEAVE

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Sec. 8 PEACE OFFICER PAID QUARANTINE LEAVE

Pursuant to Local Government Code 180.008, peace officers employed by or appointed by Goodwater Montessori School receive full pay and benefits when ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. During this Paid Quarantine Leave, a peace officer will receive all employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave. Peace officers will also receive reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation. Paid Quarantine Leave will be ordered by the peace officer's supervisor or the applicable health authority.

A peace officer's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance will not be reduced in connection with Paid Quarantine Leave taken in accordance with this Sec. 8.

Sec. 9 LIMITATIONS ON LEAVES OF ABSENCE

With the exception of leaves of absence for military duty, peace officer leave, or approved leave under the Family and Medical Leave Act, if an employee accumulates more 15 days of absence after exhausting all available paid and unpaid leave, the employee shall be separated due to unavailability for work, subject to any reasonable accommodation duties Goodwater Montessori School may have under the Americans with Disabilities Act (ADA) or similar law. Any employee separated for unavailability for work following exhaustion of all available leave will be eligible for rehire, and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.