

Goodwater Montessori Public Charter School

Goodwater Montessori Board Meeting Agenda

DATE: Tue March 23rd, 2021

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

LOCATION: <https://us02web.zoom.us/j/3338246708>

GROUPS: Board, Board Support Staff

1. Call To Order

1. Expected to be in attendance: Carl Illig, Mary Evelyn Bowling, Kimber Fuccello, Christopher Hinds, Montique Chance, Jan MacWatters, and Suzanne Robinson. The following staff is expected to be in attendance: Dr. Bruce Tabor, Marcy Steward, Kim Hodges, Emily Arciba, Jenny Wilson, Heather Pencil, Alma Lahmon, and Kristi Lee.
<https://us02web.zoom.us/j/3338246708>

2. Public Comments

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

3. Consent Agenda

a. Approve minutes from March 2, and March 9th meetings.



[Minutes Board Meeting March 2, 2021](#)



[Minutes for Board Meeting March 9, 2021](#)

b. Financial Report

[Business Operations Report.2021.03.pdf](#)

c. Superintendent Report

[_Superintendent Report 03_23_2021.pdf](#)

d. Enrollment Report

[Registrar Board Report March 2021 - Current 2020-21 Enrolled and Waiting List.pdf](#)

[Registrar Board Report March 2021 - Currently Enrolled Intent to Return 2021-22.pdf](#)

[Registrar Board Report March 2021 - Future Year 2021-2022 Applications \(1\).pdf](#)

e. Special Education Report

f. Facilities Report

[Facilities Report 03_23_2021.pdf](#)

g. **Student Academic Report**

[Student Academic Update March 2021 .docx.pdf](#)

h. **Covid Report-**

[Covid Report & New Employee 3_19_21.pdf](#)

4. **Discussion and Action Items**

a. **Protecting our schools against wire fraud and other cyber threats.**

[Administrative Procedures for Wire Transfers Template UPDATED 2021 03 04.docx](#)

[2021 03 08 Advisory RE Electronic Funds \(Wire\) Transfers.pdf](#)

b. **Consideration: Change to TRS**

c. **Consideration: Attendance Waivers**

d. **Discussion: Covid-19, Face Coverings, Masks**

5. **Closed Session**

Per Texas Government Code section §551.074 to discuss Personnel matters

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

7. **Adjourn**



Director of Business Operations Board Meeting Report
March 23, 2021

FSP:

- FSP:
 - Current: \$2,586,825 before adjustment
 - New \$3,088,995 after adjustment based on summer 2020
 - Accelerated Payment Schedule
- Hold Harmless
 - Approved for 1st and 2nd 6th weeks
 - Hold Harmless Waiver for the 3rd 6th weeks submitted to TEA
 - Waivers available for the remaining 6 weeks
 - Guaranteed FSP paid upon settle-up in September 2021
 - Settle-up will be in excess of amount received

Debt Utilization:

- Renewing National United Line of Credit
 - zero balance - not expected to use

Additional Funding

- Federal
 - Operation Connectivity: Prior Purchase Reimbursement Program (PPRP)
\$16,259 - Pending
- Raise Craze
 - extended to March 26
 - \$15937 Raised
 - 291 Acts of Kindness

Balance Sheet by Object (Rollup)
 Effective 2/28/2021

No Account Code Filter Applied

District Filter: Goodwater Montessori School 246-802
 County/District: 246802

CODE	ASSETS	AMOUNT
1110	Cash-United National Bank	\$527,994.47
1241	Due from State	\$73,258.31
1290	Other Receivables	\$2,928.66
1410	Deferred Expense	\$49,957.45
1520	Bldg & Imp	\$92,486.10
1539	Frnt/Equip >\$5,000	\$183,649.20
1571	Accum Dep - Bldg	(\$12,204.38)
1573	Accum Depr Frnt/Equip	(\$79,174.08)
TOTAL ASSETS		\$838,895.73

CODE	LIABILITIES	AMOUNT
2110	Accounts Payable	(\$24,130.15)
2151	Federal Income Tax	\$0.00
2152	FICA/Medi	\$0.00
2153	Group Health/Life	\$0.00
2155	TRS	(\$20,869.39)
2157	Unemployment	(\$1,196.96)
2159	Other Liabilities	\$0.00
2160	Accrual	(\$68,583.00)
2161	Net Pay	(\$185.56)
TOTAL LIABILITIES		(\$114,965.06)

CODE	FUND EQUITY	AMOUNT
3590	Temp Restricted Net Assets	(\$6,830.00)
3600	Unrestricted Net Assets	(\$537,002.64)
xxxx	Revenue / Expenses	(\$180,098.03)
TOTAL FUND EQUITY		(\$723,930.67)

TOTAL LIABILITIES AND FUND EQUITY (\$838,895.73)

Income Statement

Parameters:

Level:	Function
Format:	By Fund
District(s):	246802-Goodwater Montessori School 246-802
Date Range:	02/01/2021 - 02/28/2021
Account Mask:	
Effective Date:	02/28/2021
Include Encumbrance:	Yes
Add Encum. To Totals:	No
Show History:	No

			Actual			
	Budget	Encumbrance	02/01 - 02/28	FY to 02/28/2021	Percent	
199 - Local Unrestricted 						
<u>Revenues & Other Sources</u>						
00-5744 Gifts and Bequests	-\$ 996.12	\$ 0.00	\$ 0.00	-\$ 194.65	19.54%	
00-5748 Field Trip	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
00-5749 Misc Local Revenue	-\$ 2,003.88	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
Total Revenues & Other Sources	-\$ 3,000.00	\$ 0.00	\$ 0.00	-\$ 194.65		
<u>Expenditures & Other Uses</u>						
11-6000 11-Instruction	\$ 500.00	\$ 0.00	\$ 0.00	\$ 2.01	0.40%	
23-6000 23-Campus Administration	\$ 2,500.00	\$ 0.00	\$ 31.05	\$ 1,644.99	65.80%	
41-6000 41-General Administration	\$ 0.00	\$ 0.00	\$ 1.24	\$ 4.96	0.00%	
Total Expenditures & Other Uses	\$ 3,000.00	\$ 0.00	\$ 32.29	\$ 1,651.96		
Total 199 - Local Unrestricted 	\$ 0.00	\$ 0.00	\$ 32.29	\$ 1,457.31		
210 - 211-Title I, 1003 SCHOOL IMP(84.010A) 						
<u>Revenues & Other Sources</u>						
00-5929 Federal Rev dist by TEA	-\$ 50,000.00	\$ 0.00	-\$ 4,664.09	-\$ 9,326.86	18.65%	
Total Revenues & Other Sources	-\$ 50,000.00	\$ 0.00	-\$ 4,664.09	-\$ 9,326.86		
<u>Expenditures & Other Uses</u>						
13-6000 13-Professional Development	\$ 50,000.00	\$ 0.00	\$ 4,663.09	\$ 13,989.95	27.98%	
Total Expenditures & Other Uses	\$ 50,000.00	\$ 0.00	\$ 4,663.09	\$ 13,989.95		
Total 210 - 211-Title I, 1003	\$ 0.00	\$ 0.00	-\$ 1.00	\$ 4,663.09		
211 - 211-Title I, Part A (84.010A) 						
<u>Revenues & Other Sources</u>						
00-5929 Federal Rev dist by TEA	-\$ 28,367.59	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
Total Revenues & Other Sources	-\$ 28,367.59	\$ 0.00	\$ 0.00	\$ 0.00		
<u>Expenditures & Other Uses</u>						
11-6000 11-Instruction	\$ 28,367.59	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
61-6000 61-Community Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
Total Expenditures & Other Uses	\$ 28,367.59	\$ 0.00	\$ 0.00	\$ 0.00		
Total 211 - 211-Title I, Part A	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
224 - 224-IDEA-B (84.027) 						
<u>Revenues & Other Sources</u>						
00-5929 Federal Rev dist by TEA	-\$ 51,041.00	\$ 0.00	\$ 0.00	-\$ 16,890.65	33.09%	
Total Revenues & Other Sources	-\$ 51,041.00	\$ 0.00	\$ 0.00	-\$ 16,890.65		

Income Statement

		Budget	Encumbrance	Actual 02/01 - 02/28	FY to 02/28/2021	Percent
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 50,500.00	\$ 20,682.72	\$ 3,421.69	\$ 27,717.28	54.89%
13-6000	13-Professional Development	\$ 541.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 51,041.00	\$ 20,682.72	\$ 3,421.69	\$ 27,717.28	
Total 224 - 224-IDEA-B (84.027) 		\$ 0.00	\$ 20,682.72	\$ 3,421.69	\$ 10,826.63	
225 - 225-IDEA-B PreK (84.173) 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 502.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 502.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 502.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 502.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total 225 - 225-IDEA-B PreK		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
240 - 240-NSLP (10.553 & 10.555) 						
Revenues & Other Sources						
00-5751	Food Service Activity	-\$ 3,000.00	\$ 0.00	-\$ 1,077.35	-\$ 3,040.56	101.35%
00-5921	School Breakfast Program	-\$ 9,000.00	\$ 0.00	-\$ 1,261.52	-\$ 3,116.48	34.63%
00-5922	National School Lunch Program	-\$ 11,801.00	\$ 0.00	-\$ 2,764.60	-\$ 6,043.08	51.21%
00-5923	USDA Commodities	-\$ 199.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 24,000.00	\$ 0.00	-\$ 5,103.47	-\$ 12,200.12	
Expenditures & Other Uses						
35-6000	35-Food Services	\$ 48,000.00	\$ 19,045.39	\$ 1,285.71	\$ 17,112.57	35.65%
Total Expenditures & Other Uses		\$ 48,000.00	\$ 19,045.39	\$ 1,285.71	\$ 17,112.57	
Total 240 - 240-NSLP (10.553 &		\$ 24,000.00	\$ 19,045.39	-\$ 3,817.76	\$ 4,912.45	
255 - 255-Title II, Part A (84.367A) 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 4,794.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 4,794.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
13-6000	13-Professional Development	\$ 4,794.00	\$ 0.00	\$ 598.00	\$ 598.00	12.47%
Total Expenditures & Other Uses		\$ 4,794.00	\$ 0.00	\$ 598.00	\$ 598.00	
Total 255 - 255-Title II, Part A		\$ 0.00	\$ 0.00	\$ 598.00	\$ 598.00	
277 - Operation Connectivity 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 1,566.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 1,566.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 1,566.00	\$ 0.00	\$ 0.00	\$ 1,565.10	99.94%

Income Statement

		Budget	Encumbrance	Actual 02/01 - 02/28	FY to 02/28/2021	Percent
Total Expenditures & Other Uses		\$ 1,566.00	\$ 0.00	\$ 0.00	\$ 1,565.10	
Total 277 - Operation		\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,565.10	
289 - Federal Special Rev Funds 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 16,350.92	\$ 0.00	-\$ 697.50	-\$ 697.50	4.27%
Total Revenues & Other Sources		-\$ 16,350.92	\$ 0.00	-\$ 697.50	-\$ 697.50	
Expenditures & Other Uses						
13-6000	13-Professional Development	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
51-6000	51-Maintenance & Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
52-6000	52-Security	\$ 16,250.92	\$ 0.00	\$ 0.00	\$ 697.50	4.29%
Total Expenditures & Other Uses		\$ 16,350.92	\$ 0.00	\$ 0.00	\$ 697.50	
Total 289 - Federal Special Rev		\$ 0.00	\$ 0.00	-\$ 697.50	\$ 0.00	
410 - Textbook/Tech Allotment 						
Revenues & Other Sources						
00-5829	State Matching	-\$ 69,985.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 69,985.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 69,985.00	\$ 0.00	\$ 0.00	\$ 5,211.86	7.45%
Total Expenditures & Other Uses		\$ 69,985.00	\$ 0.00	\$ 0.00	\$ 5,211.86	
Total 410 - Textbook/Tech		\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,211.86	
420 - FSP-TEA 						
Revenues & Other Sources						
00-5744	Gifts and Bequests	-\$ 29,000.00	\$ 0.00	-\$ 1,455.78	-\$ 7,878.76	27.17%
00-5749	Misc Local Revenue	-\$ 34,000.00	\$ 0.00	-\$ 3,705.20	-\$ 16,578.61	48.76%
00-5769	Misc Rev from Intermediate Sources	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 38,900.00	0.00%
00-5811	State Per Capita	-\$ 88,887.00	\$ 0.00	-\$ 13,211.00	-\$ 74,060.00	83.32%
00-5812	State FSP	-\$ 3,129,113.00	\$ 0.00	-\$ 84,234.00	-\$ 1,759,154.00	56.22%
00-5819	Other Foundation School Program Act Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 3,281,000.00	\$ 0.00	-\$ 102,605.98	-\$ 1,896,571.37	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 1,807,517.25	\$ 57,824.62	\$ 143,076.31	\$ 884,361.07	48.93%
12-6000	12-Library/Media	\$ 10,324.91	\$ 0.00	\$ 989.06	\$ 6,124.91	59.32%
13-6000	13-Professional Development	\$ 47,040.58	\$ 0.00	\$ 0.00	\$ 826.87	1.76%
21-6000	21-Instructional Administration	\$ 59,701.59	\$ 0.00	\$ 0.00	\$ 12,388.69	20.75%
23-6000	23-Campus Administration	\$ 204,995.66	\$ 12,011.15	\$ 19,073.66	\$ 123,872.19	60.43%
31-6000	31-Counseling	\$ 12,000.00	\$ 5,550.00	\$ 806.25	\$ 5,287.50	44.06%
33-6000	33-Health Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 2,954.10	59.08%
35-6000	35-Food Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 411.78	0.00%
36-6000	36-Extracurricular Activities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 88.96	0.00%
41-6000	41-General Administration	\$ 167,085.32	\$ 20,149.84	\$ 15,314.60	\$ 124,956.85	74.79%
51-6000	51-Maintenance & Operations	\$ 846,377.87	\$ 361,814.21	\$ 83,413.18	\$ 456,331.65	53.92%
52-6000	52-Security	\$ 2,033.83	\$ 0.00	\$ 0.00	\$ 9.00	0.44%
53-6000	53-Data Processing Services	\$ 55,000.00	\$ 22,619.95	\$ 5,248.33	\$ 29,383.33	53.42%

Income Statement

		Budget	Encumbrance	Actual 02/01 - 02/28	FY to 02/28/2021	Percent
61-6000	61-Community Services	\$ 16,695.70	\$ 0.00	\$ 989.12	\$ 9,119.21	54.62%
71-6000	71-Debt Service	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
99-6000	99-Asset/Liability Expenses	\$ 22,727.29	\$ 6.00	\$ 0.00	\$ 20,430.00	89.89%
Total Expenditures & Other Uses		\$ 3,257,000.00	\$ 479,975.77	\$ 268,910.51	\$ 1,676,546.11	
Total 420 - FSP-TEA 		-\$ 24,000.00	\$ 479,975.77	\$ 166,304.53	-\$ 220,025.26	
429 - School Safety & Security						
Revenues & Other Sources						
00-5829	State Matching	-\$ 19,640.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 19,640.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
99-6000	99-Asset/Liability Expenses	\$ 19,640.00	\$ 19,640.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 19,640.00	\$ 19,640.00	\$ 0.00	\$ 0.00	
Total 429 - School Safety &		\$ 0.00	\$ 19,640.00	\$ 0.00	\$ 0.00	
461 - Campus Activity 						
Revenues & Other Sources						
00-5744	Gifts and Bequests	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
00-5749	Misc Local Revenue	-\$ 30.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
00-5755	Activity Acct	-\$ 5,970.00	\$ 0.00	-\$ 120.00	-\$ 1,933.64	32.39%
Total Revenues & Other Sources		-\$ 6,000.00	\$ 0.00	-\$ 120.00	-\$ 1,933.64	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
36-6000	36-Extracurricular Activities	\$ 4,000.00	\$ 118.82	\$ 564.93	\$ 2,329.55	58.24%
61-6000	61-Community Services	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 15.85	0.79%
99-6000	99-Asset/Liability Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 6,000.00	\$ 118.82	\$ 564.93	\$ 2,345.40	
Total 461 - Campus Activity 		\$ 0.00	\$ 118.82	\$ 444.93	\$ 411.76	
465 - After School 						
Revenues & Other Sources						
00-5749	Misc Local Revenue	-\$ 40,000.00	\$ 0.00	-\$ 1,595.52	-\$ 14,317.79	35.79%
Total Revenues & Other Sources		-\$ 40,000.00	\$ 0.00	-\$ 1,595.52	-\$ 14,317.79	
Expenditures & Other Uses						
61-6000	61-Community Services	\$ 40,000.00	\$ 29.80	\$ 3,885.50	\$ 24,598.82	61.50%
Total Expenditures & Other Uses		\$ 40,000.00	\$ 29.80	\$ 3,885.50	\$ 24,598.82	
Total 465 - After School 		\$ 0.00	\$ 29.80	\$ 2,289.98	\$ 10,281.03	
Overall Total		\$ 0.00	\$ 539,492.50	\$ 168,575.16	-\$ 180,098.03	



Superintendent Report
03/23/2021

ENROLLMENT

1. Our current enrollment is 362. I do want to thank Kim Hodges for the work she is doing to increase our numbers by continued communications with families on our waiting list to see if they would like to attend our school this year. Just a reminder that our funding comes from two main resources, including enrollment and attendance percentage.
2. We currently have 234 applications for next year.
3. Returning student total responses is 235, with 11 not returning and 224 returning.

COVID UPDATE

1. Our protocols are set until April Board Meeting, adding that all staff and students on campus will continue to wear masks/or face shields.
2. For the students and staff on campus, we do have access to Rapid Testing for COVID. This test is a nasal test. We must have signed permission slips from families authorizing us to do the Rapid Test in the event the student has symptoms at school. If you need further information, please do not hesitate to contact Ms. Alma Lahmon (alma.lahmon@goodwatermontessori.org) for more information.

ACADEMICS

1. Middle of Year (MOY) Assessments for MAP have been completed. Overall we saw improvement from last year. The results from the Beginning of the Year and Middle of the Year did not show as much improvement as expected. We saw growth but continue to focus on Math.
2. Jenny Wilson and I are contracting with an outside company to assist with Response to Intervention (RTI) for additional support in Math and Reading.

710 Stadium Dr.
Georgetown, TX 78626
www.goodwatermontessori.org
512-931-9666

3. I do want to remind parents and caregivers in our remote environment to please make sure students are completing their work each day and submitting it through Google Classroom. This is another way we confirm the student is engaged each day so we can count the student present.

PERSONNEL

1. We are continuing our search for the following positions:
 - a. Montessori Instructional Coach
 - b. Curriculum Coach
 - c. Special Education Teacher
 - d. We are also looking for substitute teachers that are willing to work both online and remote. If you are interested, please go to our website and fill out an application to be a substitute teacher.

FACILITIES

1. The repair on the north exterior wall has been completed. We will be doing inside repairs soon.
2. The doors from the Primary rooms to the outside classroom have been completed.
3. Reminder: Please do not drop students off before 7:30 am. We do not have staff scheduled before 7:30 am.
4. If you arrive after 7:50 am, please park your vehicle in the front parking lot and bring your student into the school so you can sign them in. During COVID, please do not enter the building if there is another family in the vestibule area.

COMMITTEE UPDATE

On March 10th, the Safety and Security Committee held its meeting. The following items were discussed and reviewed:

1. Additional Cameras for the hallways inside the school
2. Doors to outside classrooms on the Primary wing
3. Trauma Training
4. Threat Assessment Training
5. Continued conversations regarding the subcommittee to update the Emergency Operations Plan
6. Template for the Emergency Operations Plan has been completed

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COFFEE WITH DR. BRUCE

Our next Coffee with be on March 25th, at 9:30 am via Zoom.

We have a very busy spring ahead. We appreciate the support all of our families are providing their children and the school.

To the staff of Goodwater, our continued thanks for the tremendous support for our children and each other.

This concludes my report.

Kindest Regards,
Dr. Bruce

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Goodwater Montessori Community Totals 2020-2021				Non-COVID Capacity of each Community	Number of Spots Available	Student Changes	
<i>Primary</i>	PK3	PK4	KG	Grand Total	Non-COVID Capacity of each Community	Number of Spots Available	Student Changes
In Person - Cypress	10	6	10	26	27	1	4th Quarter Learning Community Changes Reflected
In Person - Sassafras	8	8	9	25	24	-1	
In Person - Mulberry	3	7	12	22	25	3	
Remote - Desert Willow	5	6	7	18	22	4	-1 / 2+ from 4th qtr
Remote - Maple	6	5	7	18	22	4	
Grand Total	32	32	45	109	120	11	-2 / 1+ from 4th qtr
<i>Lower Elementary</i>	1st	2nd	3rd	Grand Total	Non-COVID Capacity of each Community	Number of Spots Available	4th Quarter Learning Community Changes Reflected
In Person - Hummingbird	7	9	8	24	27	3	
In Person - Mockingbird	7	9	8	24	24	0	
In Person - Roadrunner	8	12	7	27	27	0	
In Person - Cardinal	9	7	6	22	24	2	
Remote - Cardinal	5	4	3	12	21	9	
Remote - Redwing	6	7	5	18	26	8	-1 from 4th qtr
Remote - Warblers	5	4	7	16	16	0	-1 from 4th qtr
In Person - Warblers (Return to Campus)	2		3	5	24	19	-3 from 4th qtr
Grand Total	49	52	47	148	165	41	5+ from 4th qtr
<i>Upper Elementary</i>	4th	5th	6th	Grand Total	Non-COVID Capacity of each Community	Number of Spots Available	4th Quarter Learning Community Changes Reflected
In Person - Guadalupe	8	9	8	25	26	1	
In Person - San Gabriel	8	9	8	25	27	2	-1/1+ from 4th qtr
Remote - Brazos	4	2	4	10	26	16	1+ from 4th qtr
Remote - San Antonio	8	4	4	16	26	10	-1 4th qtr/+1 from 4th qtr
Grand Total	28	24	24	76	105	29	-1 from 4th qtr
<i>BLUEBONNET</i>	7th	8th		Grand Total	Non-COVID Capacity of each Community	Number of Spots Available	4th Quarter Learning Community Changes Reflected
100% remote learning	7	2		9	20	11	
Full day on-campus instruction	11	10		21	20	-1	1+ from 4th qtr
Grand Total	18	12		30	40	10	2+ from 4th qtr
Totals:					430	91	
					430 Non-COVID Capacity of each Community	91 Number of Spots Available	
Goodwater Montessori Total Students Enrolled - Remote & On Campus				364 Total Enrollment			

Goodwater Montessori 2020-2021 Waitlist	
PK3	72 on current waitlist - currently no openings for in person; only remote
PK4	58 on current waitlist - currently no openings for in person; only remote
Kinder	31 on current waitlist - currently no openings for in person; only remote
1st Grade	All on the waitlist have been contacted
2nd Grade	All on the waitlist have been contacted
3rd Grade	All on the waitlist have been contacted
4th Grade	All on the waitlist have been contacted
5th Grade	All on the waitlist have been contacted
6th Grade	All on the waitlist have been contacted
7th/8th Grade	All on the waitlist have been contacted

As of 3/23/2021: 256 Applications: These numbers & percentages reflect the number of applications we have received for each grade level and what percentage that number is of the total number of applications.

2021-2022 School Year Application Numbers & Percentages

PK3 = 48 Applications of 256 Applications = 18% of total Applicants

PK4 = 40 Applications of 256 Applications = 15% of total Applicants

KG = 63 Applications of 256 Applications = 24% of total Applicants

1st = 31 Applications of 256 Applications = 12% of total Applicants

2nd = 29 Applications of 256 Applications = 11% of total Applicants

3rd = 7 Applications of 256 Applications = 3% of total Applicants

4th = 14 Applications of 256 Applications = 6% of total Applicants

5th = 9 Applications of 256 Applications = 4% of total Applicants

6th = 7 Applications of 256 Applications = 3% of total Applicants

7th = 4 Applications of 256 Applications = 2% of total Applicants

8th = 4 Applications of 256 Applications = 2% of total Applicants

256 Total Applications as of 3/23/2021



Facilities Report
03/23/2021

1. Primary Doors to the outside classrooms have been updated over spring break. I would like to thank Marcy Steward for being at the school two days over the break so this work could be completed.
2. The North end wall repairs have been completed. The interior walls in San Antonio have not been repaired as we are waiting for the walls to continue the drying out process. Once the walls have completely dried, moisture readings will be taken again. We are also continuing to monitor the repair by checking the moisture readings on the inside wall.

710 Stadium Dr.
Georgetown, TX 78626
www.goodwatermontessori.org
512-931-9666

Middle of Year (MOY) NWEA/MAP Summary

In-Person Reading

	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	Overall
Below	27%	46%	39%	42%	40%	37.5%	21%	30%	20%	33.6%
At or Above	73%	54%	61%	58%	60%	62.5%	79%	70%	80%	66.4%
Growth Met	No Data	No Data	59%	83%	69%	58%	71%	63%	75%	68%

*Below and At or Above are determined based on the national averages.

**Growth Met is based on returning students that we have data from school year 2019-2020.

Remote Reading

	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	Overall
Below	0%	21%	18.8%	14%	8%	0%	37.5%	28.6%	20%	16%
At or Above	100%	79%	81.2%	86%	92%	100%	62.5%	71.4%	80%	84%
Growth Met	No Data	No Data	76.9%	84.6%	77.8%	50%	77.8%	40%	0%	62%

*Below and At or Above are determined based on the national averages.

**Growth Met is based on returning students that we have data from school year 2019-2020.

In-Person Math

	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	Overall
Below	No Data	55.6%	50%	46%	45%	80%	64%	20%	40%	50%
At or Above	No Data	44.4%	50%	54%	55%	20%	36%	80%	60%	50%
Growth Met	No Data	No Data	36%	70.6%	7%	36%	20%	25%	75%	38.5%

*Below and At or Above are determined based on the national averages.

**Growth Met is based on returning students that we have data from school year 2019-2020.

Remote Math

	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	Overall
Below	No Data	20%	18.8%	28.6%	43.8%	25%	50%	33%	25%	30.5%
At or Above	No Data	80%	81.2%	71.4%	56.2%	75%	50%	67%	75%	69.5%
Growth Met	No Data	No Data	72.7%	61.5%	62.5%	80%	83%	40%	67%	66.7%

*Below and At or Above are determined based on the national averages.

**Growth Met is based on returning students that we have data from school year 2019-2020.

Early Childhood Data System (ECDS) Update

We have obtained access to Children’s Learning Institute (CLI) Engage (CIRCLE and TX-KEA) and mCLASS/Amplify computer applications. These applications are progress monitoring applications needed to be in compliance with House Bill (HB) 3. We have a baseline on the necessary reporting indicators in reading for most of our first graders. We will need to get a baseline for our second graders on the mCLASS application. I am currently working on learning the CIRCLE application for our pre-K and Kindergarten students. Caroline Clark and I will meet and discuss the best rollout to the Guides tomorrow. The plan is to have CLI Engage up and running by the end of February. We will use the information obtained through these computer applications as well as our NWEA/MAP data and Lexia/Lexia CORE and IXL to target student needs.

* Computer applications listed are: CLI Engage CIRCLE, CLI Engage TX-KEA, m-CLASS/Amplify, NWEA/MAP, Lexia/Lexia CORE, and IXL.

Dyslexia Update

Most years, we screen Kindergartners at the end of the school year. Last year we were unable to complete this due to the lockdown, so the Texas Education Agency (TEA) gave us until January 31st to get our first graders screened. We were able to get over half of the first graders screened using the embedded dyslexia screener in mCLASS. Most of the unscreened students are remote or quarantined. We will continue to attempt to screen the students missed in the previous screening attempt. We will screen our Kindergarten students in May. The report is not turned into TEA until the end of the school year.

Response To Intervention (RTI) Update

Between the Beginning of Year (BOY) NWEA/MAP assessment and the Middle of Year (MOY) NWEA/MAP assessment 65 students received RTI in math and 47 students received RTI in reading. We will re-evaluate student needs based on updated assessment results, IXL data, Lexia/Lexia CORE, and teacher recommendations.

Goodwater Montessori Board Report - 3/19/21
Covid Report

Williamson County is currently in the Orange Phase of Covid19 transmission. This phase is defined as a high community spread phase with the recommendation of continued mask wearing and 6 ft minimal distancing. Citizens are encouraged to avoid gatherings of 5 or more people to help mitigate the spread.

Williamson County has reported 156,530 vaccine doses administered so far.
24.26% of the population have received the 1st dose
9.89% have been fully vaccinated

The county is still on Phase 1A and Phase 1B group vaccination schedules and is inclusive of ISD personnel. They have an established call center for information associated with vaccine questions, that number is 512-943-1600
More information for the county can be found at www.wilco.org/coronavirus

Goodwater staff who are interested in getting the Covid19 vaccine have started the process of receiving their first vaccine doses. More appointment availability and increased sites have made this an easier process as far as access. Updated protocols that include quarantine processes for vaccinated staff are being developed for review and inclusion in our Covid19 mitigation plan.

Goodwater continues to institute Covid-19 protocols of mask wearing, distancing and hand hygiene. Families have been exceptional with regards to mitigating the spread by completing Covid-19 assessments regularly and before school arrival.

No New Employee information is available at this time.

Alma Lahmon
School Programs Coordinator

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

PROLOGUE

DISCLAIMER. This template provides Texas open-enrollment charter holders and their open-enrollment charter schools with sample administrative procedures pertaining to wire transfers. The administrative procedures included in this template are not all-inclusive and only addresses the minimum requirements established by applicable or relevant legal requirements and best practice. Consequently, users may need to include additional administrative procedures addressing their unique local requirements. Lastly, users should consult with a legal or other qualified advisor to guide them in the development and maintenance of administrative procedures that are consistent with the applicable or relevant legal requirements addressed in this template.

NOT LEGAL ADVICE. As legal advice must be tailored to the specific circumstances of each case, nothing provided herein should be used as a substitute for advice of competent counsel. The statements in this template do not constitute legal advice, do not necessarily reflect the opinions of Schulman, Lopez, Hoffer & Adelstein, LLP or any of its lawyers or clients, and are not guaranteed to be correct, complete or up-to-date. Further, if your corporation and its charter school(s) are not clients of the Firm, this template is not intended to create, and does not create, an attorney-client relationship between your corporation and its charter school(s) and Schulman, Lopez, Hoffer & Adelstein, LLP; commensurately, you should not act or rely on any information in this template without consulting your own legal and other qualified advisors. Accordingly, please do not send the Firm any information about any legal matter, which may involve your corporation or your charter school unless or until you have received a written statement from the Firm in the form of an engagement letter confirming that we represent you.

Commented [r1]: In this template, preformatted styles are used to facilitate the organization and presentation of the content included herein. The user should take a moment to become familiar with the styles used to facilitate any revisions of the content and to avoid or minimize formatting issues.

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

Sec. 1. Purpose of Administrative Procedure.

Through this administrative procedure, [CHARTER HOLDER] doing business as [CHARTER SCHOOL] (hereafter, the "School") endeavors to provide its personnel with a sufficiently informative description of the process for disbursing School funds through wire transfers. This administrative procedure does not address other requirements that do not directly pertain to the process for disbursing School funds through wire transfers. School personnel should consult the appropriate guide, handbook, manual or procedure for direction and guidance.

Commented [RM2]: Insert charter holder name here.

Commented [RM3]: Insert charter school name here.

Commented [r4]: Instead of School, use Academy, District or an abbreviated name specific to the charter school. Search and replace School with the new term. However, in doing so, ensure that the policy statement reads properly.

Sec. 2. Legal Requirements.

Through this administrative procedure, the School will comply with applicable requirements set forth in the following legal authorities.

Texas Education Code Sec. 12.107(a), 12.115(a)(2) and 12.128(a)

Texas Administrative Code, Title 19, §§ 100.1043(a)(2), 100.1047(b) and 100.1063(b)

Code of Federal Regulations, Title 2, §200.303(a)

This procedure will identify the pertinent legal requirements in a footnote at the conclusion of each paragraph.

Sec. 3. Procedure to Supplement Legal Requirements.

This administrative procedure does not supersede and is not in lieu of the legal requirements promulgated in applicable state and federal law and rule, the contract for charter, grants, contracts and other legal mandates. Instead, this administrative procedure supplements existing legal requirements and facilitates School compliance with applicable law and contracts. In any instance where this procedure conflicts with a legal requirement, the legal requirement will govern and control. When in doubt, School personnel are advised to consult legal counsel.

Sec. 4. Procedure to Implement Board Policy.

This administrative procedure does not supersede and is not in lieu of the policies adopted by the Board of Directors (the "Board"). Instead, this manual implements Board policy by describing the practices and processes that School personnel must follow. In any instance where this procedure conflicts with Board policy, Board policy will prevail.

Sec. 5. General Applicability.

In general, this administrative procedure applies to the disbursement of local, state and federal funds through an electronic (wire) funds transfer.

Sec. 6. Applicability for Convenience.

In general, this administrative procedure shall not be applied to the School's non-charter school programs, services, functions and activities (collectively, "activities"). However, if administratively convenient and cost effective, the School may, at its discretion and on a case-by-case basis, apply the process described in this procedure, in whole or in part, to its non-charter school activities.

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

Sec. 7. Organization.

This administrative procedure is organized into sections and subsections that are identified by number. For ease of reference, procedural statements in paragraphs are also identified by number (if a subsection contains multiple paragraphs). The procedures described herein outline the process that the School will follow to demonstrate compliance with applicable law and Board policy.

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Sec. 8. Responsibility for Development and Maintenance.

The Chief Financial Officer (CFO) is primarily responsible for the development and maintenance of this administrative procedure. School employees, officers and Board members may assist with the development and maintenance of this procedure and may make recommendations to the CFO to improve the School's processes and practices.

Commented [r6]: This title may be changed to one conforming to local organizational structure. If so, search and replace "CFO" with the actual job title used.

Sec. 9. Review and Amendment.

This administrative procedure will be reviewed and revised annually before the fiscal year ends and prior to the start of the following fiscal year. For administrative expediency, this procedure will only be amended during a fiscal year if a new and significant law, policy or practice is adopted and made effective during the fiscal year.

Sec. 10. Adoption.

Pursuant to Sec. [INSERT SECTION NUMBER.] of the Board Policy for [INSERT POLICY TITLE.], the Superintendent and CFO formally adopt this administrative procedure to facilitate the School's compliance with Board Policy and applicable law.

Commented [SLHA7]: Insert Board policy section number that delegates authority from the Board to the Superintendent or designee to implement this administrative procedure.

Commented [SLHA8]: Insert title of the Board policy that governs this administrative procedure. If no Board policy exists, consider adopting a policy. If legal counsel confirms that a Board policy is not legally required or necessary to implement this procedure, delete the first part of the sentence.

Commented [r9]: This title may be changed to one conforming to local organizational structure. If so, search and replace "Superintendent" with the actual job title used.

[INSERT SUPERINTENDENT'S NAME.]
Superintendent

Date Signed

Commented [r10]: This title may be changed to one conforming to local organizational structure. If so, search and replace "CFO" with the actual job title used.

[INSERT CFO'S NAME.]
Chief Financial Officer

Date Signed

Commented [SLHA11]: Insert the date upon which this version of the administrative procedure becomes effective.

Sec. 11. Effective Date.

This administrative procedure is effective for fiscal years beginning on [INSERT DATE.] and thereafter.

Commented [SLHA12]: Insert the date upon which this version of the administrative procedure was superseded by an updated version.

Sec. 12. Retention.

This administrative procedure was superseded on [INSERT DATE.]. Accordingly, this version of the administrative procedure shall be retained until [INSERT DATE].¹

Commented [SLHA13]: Insert the date upon which this version may be disposed pursuant to applicable law and policy. This date should be five years after the date of this version of the administrative procedure was superseded.

Commented [SLHA14]: GR1000-38 applies to policy and procedure documentation in general. GR1025-25 applies to accounting policies and procedures documentation. The reference to GR1025-25 should be deleted from this footnote if this administrative procedure does not address an accounting or other fiscal practice.

¹ See Record Number GR1000-38 and GR1025-25 in Local Schedule GR: Records Common to All Local Governments, Revised 5th Edition (Effective April 17, 2016) adopted by the Texas State Library and Archives Commission at Texas Administrative Code, Title 13, §7.125(a)(1).

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

Sec. 13. Electronic Funds (Wire) Transfers.

Sec. 13.1. EFT Protocol. If School funds are to be disbursed through an electronic funds (wire) transfer ("EFT"), School personnel must adhere to the following process. Importantly, the EFT process outlined in this Sec. 13.1 is to be followed only if payment by check, corporate charge or credit account or other means cannot be performed.

- (a) If the School is to issue payment by EFT, purchase order ("PO") originators must include specific instructions to this effect on the PO. Additionally, in said instructions, PO originators must either:
- (1) Cite the contract number and paragraph pursuant to which an EFT is required;
or
 - (2) Attach a copy of:
 - (A) a formal written and signed request by the vendor's duly authorized representative;² or
 - (B) the vendor's invoice disclosing the EFT instructions.
- (b) Accounts payable clerk ("APC") will verify that the vendor has requested payment by EFT by reviewing and confirming said instruction either in the applicable contract (see Sec. 13.1(a)(1) above) or in formal correspondence from the vendor or the vendor's invoice (see Sec. 13.1(a)(2) above). E-mail or text instructions or confirmation (including by e-mail attachment) are not sufficient verification
- (c) If this is the first time that an EFT will be initiated on the specific PO issued to the vendor, the AP clerk will contact the vendor's authorized representative, as specifically disclosed on the contract, PO or verified invoice. Specifically, the AP clerk will contact the vendor's authorized representative at a known and verified telephone number to confirm the vendor's EFT instructions, including:
- (1) vendor's bank name and bank's American Bankers Association (ABA) or routing number,
 - (2) vendor's bank account number,
 - (3) vendor's name, address and primary and secondary point of contact,³

Commented [SLHA15]: This title may be changed to one conforming to local organizational structure. If so, search and replace "APC" with the actual job title used.

² E-mail or text instructions or confirmation (including by e-mail attachment) are not adequate or sufficient verification. Importantly, because e-mail addresses can be convincingly spoofed, School personnel are cautioned to refrain from relying on e-mail.

³ The primary point of contact may be the vendor's representative identified on the vendor's formal correspondence or invoice. The secondary point of contact should be an individual authorized by the vendor as a signatory on the vendor's bank account (e.g., chief financial officer, comptroller or treasurer).

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

- (4) the direct telephone number, main office telephone number, facsimile number, and e-mail address for the primary and secondary point of contact,⁴ and
- (5) the date that the EFT must occur so that it may be timely received by the vendor.
- (d) Only upon verbal confirmation of the vendor's EFT instructions under Sec. 13.1(c) above, will the APC then email said instructions to the vendor's verified primary point of contact with a CC to the vendor's verified secondary point of contact and the School's CFO. In the email, the APC will ask the vendor's primary point of contact to confirm the EFT instructions via email. If the EFT amount exceeds \$250,000.00, APC will BCC the Superintendent in the email.
- (e) If the vendor's confirmed EFT instructions differ from those included in the vendor's contract, formal correspondence or invoice (i.e., the EFT instructions were changed in any way), the APC will inform the CFO via email and verbally of said variance. The CFO will then contact the vendor's primary and secondary points of contact via telephone⁵ to confirm verbally the vendor's new EFT instructions. The CFO will subsequently email (of fax) the verified new instructions to the vendor's primary and secondary points of contact with a CC to the School's Superintendent. See Sec. 13.2 below.
- (f) In the event that the new EFT instructions provided were not duly authorized by the vendor or could not be positively confirmed, the CFO will notify the Superintendent of a potential attempt to defraud the School. After consulting the CFO and, as appropriate and necessary, the Board President and legal counsel, the Superintendent shall determine how to proceed and provide instructions to this effect to the CFO.
- (g) Only upon receiving verbal and written confirmation of the EFT instructions under Sec. 13.1(c) and 13.1(d) or 13.1(e), the APC will file the confirmed EFT instructions for future reference. Subsequent EFTs will be governed by these instructions unless the vendor properly informs the School of a change in EFT instructions. In this event, the APC should refer to Sec. 13.1(e) and repeat the verification steps to attain a positive confirmation.
- (h) Using the EFT template used by the business office for all EFTs, the APC will prepare the EFT form for the CFO to sign and provide supporting documentation for review.⁶ After the CFO approves the EFT, the signed EFT form and supporting documentation will be routed to the staff accountant, who will initiate the EFT online through School's online banking institution website or via facsimile transmission of the EFT form to the School's bank. The staff accountant will notify the CFO when EFTs have been submitted for review and approval in online banking.

Commented [SLHA16]: This amount may be increased or decreased as deemed appropriate.

Commented [SLHA17]: This title may be changed to one conforming to local organizational structure.

⁴ The vendor's primary and secondary points of contact shall be used to verify any subsequent change to the EFT instructions.

⁵ The telephone number used to contact the vendor's CFO should be a direct line previously provided by the vendor or publicly available on the vendor's website. Alternatively, the vendor's main telephone line may be used. See Sec. 13.1(c)(4) above.

⁶ Documentation for review includes the purchase order(s), invoice(s), completed EFT template, vendor's EFT instructions and any communications.

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

- (i) CFO may only approve individual EFTs not exceeding \$250,000.00. The Superintendent shall approve any and all EFTs exceeding \$250,000.00.

Commented [SLHA18]: This amount may be increased or decreased as deemed appropriate.

Commented [SLHA19]: This amount may be increased or decreased as deemed appropriate.

Sec. 13.2. Call Back Verification Process. In the event that the School receives revised EFT instructions, the CFO shall call the vendor's primary and secondary points of contact using the telephone numbers obtained under Sec. 13.1(c)(4) above. Upon receiving verbal confirmation that the vendor is amending its EFT instructions, the CFO shall submit a written request for verification to the vendor's primary and secondary points of contact using the facsimile number or e-mail addresses obtained under Sec. 13.1(c)(4) above. The CFO shall maintain file any written correspondence, notes and other record in the vendor's or other file for future reference.

Sec. 13.3. Text Alerts. The Superintendent and CFO should utilize the School's bank text alert functionality to receive text messages relating to any EFT transaction.

Sec. 13.4. E-mail Protocol. School personnel should refrain from using reply or reply all to any e-mail relating to an EFT transaction. Instead, School personnel must forward any e-mail relating to an EFT transaction to the sender using a known e-mail address.⁷ In this regard, School personnel should verify that the e-mail address used is correct and true by using the e-mail address on file for the sender.

Sec. 13.5. Transacting EFTs Under Duress Prohibited. School personnel shall not execute an EFT transaction prompted by a vendor's oral or written demand for payment with less than a seventy-two (72) hour turnaround. Generally, School personnel may only initiate and transact an EFT in advance and after ensuring that an EFT is necessary, the only approved method of payment, verifying the EFT instructions, including bank routing and account numbers, and obtaining approval from the CFO and, if required, the Superintendent.

Sec. 13.6. Fraudulent EFT Transaction. In the event that a fraudulent EFT is transacted, the CFO must notify the Superintendent of such an event within two (2) hours upon being informed that a fraud has been perpetrated upon the School and after conducting an initial investigation⁸ to obtain detailed information of the fraud. In the notice to the Superintendent, the CFO must provide the detailed information of the perpetrated fraud. The Superintendent shall notify the Board President before the end of the school day and consult legal counsel. The CFO shall submit a complaint to the FBI Internet Crime Complaint Center at <https://www.ic3.gov>. In the complaint, the CFO shall provide:

- (a) The School name, address, telephone, and e-mail;⁹
- (b) Financial transaction information (e.g., account information, transaction date and amount, who received the money);
- (c) The perpetrator's name, address, telephone, email, website, and IP address;

⁷ School personnel must not use public domain e-mail accounts (e.g., Gmail) but must instead use company domain email accounts.

⁸ The CFO should consult and collaborate with the Chief Information Officer to obtain information relating to e-mails and other electronic communications to the degree that such means were used to perpetrate the fraud.

⁹ Include the corporate charter holder's name along with the School's name.

[INSERT CHARTER HOLDER'S NAME HERE.]
DBA
[INSERT CHARTER SCHOOL'S NAME HERE.]
ADMINISTRATIVE PROCEDURES FOR WIRE TRANSFERS

- (d) Specific details on how the School was victimized;
- (e) Email header(s); and
- (f) Any other relevant information the CFO believes is necessary to support the School's complaint.



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JOSEPH E. HOFFER
jhoffer@slh-law.com

ATTORNEYS AND COUNSELORS FOR TEXAS PUBLIC SCHOOLS AND LOCAL GOVERNMENT

March 8, 2021

Via Electronic Mail

Charter School Superintendents and CFOs

ATTORNEY-CLIENT CONFIDENTIAL AND PRIVILEGED ADVISORY/COMMUNICATION

RE: Electronic Funds (Wire) Transfers

Dear Charter School Leader:

We have recently read news accounts of continuing frauds perpetrated upon public schools resulting in the loss of public funds through electronic funds (wire) transfers by the school to a fraudulent perpetrator impersonating a school's legitimate bank, vendor or other business entity. A handful of charter schools in Texas (and numerous ISDs and other local governments) have already fallen victim to these criminal acts. In an effort to help you mitigate the risk of potentially losing limited financial resources, we address a common means by which perpetrators commit wire fraud and provide you with an administrative procedure for your implementation as an internal control to prevent a fraud from being perpetrated upon your school.

COMMON THREAD: E-MAIL.

Consistently, we have observed fraudulent wire transactions committed through phishing and spoofed emails. Notably, to the lay person and untrained eye, a trusted business representative's e-mail may appear to be proper. However, upon closer inspection, one may find that the email was spoofed to look like an email from a known person with whom you have transacted in the past.

ANOTHER COMMON THEME: IT'S URGENT!

Another tactic that we have seen perpetrators apply to an unwary school employee has been to call or e-mail that the school has failed to make a payment and is woefully in arrears and subject to penalties and interest unless the amount due is paid now.

COMPROMISED E-MAIL ACCOUNT.

In certain instances, the login credentials (login ID and password) for a legitimate e-mail account are stolen by a cybercriminal and used to send an e-mail(s) to school personnel requesting, directing or demanding an EFT to an unauthorized bank account.

Schulman, Lopez, Hoffer & Adelstein, LLP—Trusted advisers and advocates for Texas independent school districts, charter schools and local governments offering accessible, responsive legal representation to our clients.

MISSING CONTROLS.

In all instances during which wire fraud was perpetrated on a school, the school's failure to implement a system of controls facilitated the subsequent loss of funds. Moreover, the school's failure to properly train its staff further facilitated the perpetrated fraud.

RECOMMENDATION.

To address the potential risk of substantial financial loss resulting from wire fraud, we recommend that your school consider the following measures.

1. Considering adding coverage to your existing insurance policy or acquiring cybersecurity (or other) insurance that expressly provides coverage for financial loss attributable to wire fraud.
2. Implement the enclosed administrative procedure for electronic funds (wire) transfers. Be sure to add any additional protections your insurance carrier or bank/financial institutions may recommend.
3. Train school employees, especially business office staff responsible for wire transfers, on a protocol for identifying and addressing potentially fraudulent wire transfer requests.
4. Treat every e-mail or communication requesting or relating to a transfer of electronic funds as suspect and needing positive confirmation.
5. If your school has been compromised, (a) immediately contact all banks involved, (b) immediately file a complaint with the FBI at the Internet Crime Complaint Center IC3 (www.ic3.gov) as well as local law enforcement, and (c) contact our office and one of our attorneys by both telephone (no matter what time day or night) and e-mail so we can try to expedite the work by making direct contact with a live FBI Agent.

Should you wish to discuss the subject matter of this email further, please contact our offices.

Cordially,

**SCHULMAN, LOPEZ,
HOFFER & ADELSTEIN, LLP**



Joseph E. Hoffer