

Goodwater Montessori Public Charter School

Goodwater Montessori Board Meeting Agenda

DATE: Tue May 25th, 2021

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

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

GROUPS: Board, Board Support Staff

THIS MEETING WILL BE CONDUCTED BY TELEPHONE CONFERENCE AND/OR VIDEO CONFERENCE IN ACCORDANCE WITH THE GOVERNOR'S AUTHORIZATION CONCERNING SUSPENSION OF CERTAIN OPEN MEETING LAW REQUIREMENTS FOR COVID-19 (CORONAVIRUS) DISASTER.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

1. **Call To Order**

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, Luis Lopez, Kim Hodges, Jenny Wilson, Heather Pencil, Alma Lahmon, 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**

[Business Operations Report.2021.05.pdf](#)

b. **Enrollment Report**

[Registrar Board Report May 2021 - Current 2020-2021 Enrollment.pdf](#)

[Registrar Board Report May 2021 - 2021-2022 Lottery and Admissions.pdf](#)

c. **Special Programs Report**

[Lopez Special Programs Report 05_25_2021.pdf](#)

d. **Student Academic Update**

[Student Academic Update May 2021 \(1\).pdf](#)

e. **Facilities Report**

[Facilities Report 05_2021.pdf](#)

f. **Marketing Report**

[Marketing Report May 25, 2021.pdf](#)

g. **Governance Committee Meeting Minutes**

h. **Minutes from April 27, 2021**

[Minutes for Board Meeting April 27, 2021.pdf](#)

4. **Discussion and Action Items**

a. **Superintendent/CEO Report**

[Superintendent Report 05_25_2021.pdf](#)

b. **New Staff Members**

c. **Update: Face Coverings**

[EO-GA-36_prohibition_on_mandating_face_coverings_response_to_COVID-19_disaster_IMAGE_05-18-2021.pdf](#)

d. **Update: COVID-19**

[Covid Report 5_18_21 \(2\).pdf](#)

e. **Consideration: Procurement Procedure Manual for Child Nutrition Services and Bad Debt Policy**

MARCY STEWARD

[GMS.NSLP.Procurement Procedures Manual.202105.Final.pdf](#)

[GMS.NSLP.BadDebtPolicy.202105.pdf](#)

f. **Consideration: 2021-2022 Academic Calendar**

MARCY STEWARD

[Goodwater2021-2022Calendar.Draft1.pdf](#)

g. **Consideration: Staff Development Waiver 2021**

MARCY STEWARD

[2021_246802_Staff-DevelopmentWaiver.pdf](#)

h. **Consideration: BancorpSouth / National United Merger**

MARCY STEWARD

Acknowledge and approve the transition of National United to BancorpSouth including updating TEA depository contract, direct deposits, and any other documents/steps necessary to complete the merger.

i. **Consideration: Contract Approvals by Board**

[2021.04.23 Advisory re Contract Approvals by Board.pdf](#)

[Board Resolution - delegation by board policy.docx](#)

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. **Action if any from Closed Session**

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

8. **Adjourn**



Director of Business Operations Board Meeting Report
May 25, 2021

FSP:

- FSP:
 - Unchanged
- 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:

- zero balance - not expected to use

Additional Funding

Federal

- ESSER III
 - \$124,968
- ESSER II
 - \$Unknown

Budget Amendment May

Ban in

ational nited ank will soon be ancorpSouth
Effective June
If any action items are known prior to the
meeting, I will update.

Balance Sheet by Object (Rollup)
Effective 4/30/2021

No Account Code Filter Applied

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

CODE	ASSETS	AMOUNT
1110	Cash-United National Bank	\$367,488.94
1241	Due from State	\$53,618.31
1290	Other Receivables	\$2,990.80
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		\$658,812.34

CODE	LIABILITIES	AMOUNT
2110	Accounts Payable	(\$11,601.82)
2151	Federal Income Tax	\$0.00
2152	FICA/Medi	\$0.00
2153	Group Health/Life	\$0.00
2155	TRS	\$0.00
2157	Unemployment	(\$216.16)
2159	Other Liabilities	\$0.00
2160	Accrual	(\$68,583.00)
2161	Net Pay	(\$185.56)
TOTAL LIABILITIES		(\$80,586.54)

CODE	FUND EQUITY	AMOUNT
3590	Temp Restricted Net Assets	(\$6,830.00)
3600	Unrestricted Net Assets	(\$537,002.64)
xxxx	Revenue / Expenses	(\$34,393.16)
TOTAL FUND EQUITY		(\$578,225.80)
TOTAL LIABILITIES AND FUND EQUITY		(\$658,812.34)

Income Statement

Parameters:

Level:	Function
Format:	By Fund
District(s):	246802-Goodwater Montessori School 246-802
Date Range:	04/01/2021 - 04/30/2021
Account Mask:	
Effective Date:	04/30/2021
Include Encumbrance:	Yes
Add Encum. To Totals:	No
Show History:	No

			Actual			
	Budget	Encumbrance	04/01 - 04/30	FY to 04/30/2021	Percent	
199 - Local Unrestricted 						
Revenues & Other Sources						
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		
Expenditures & Other Uses						
11-6000 11-Instruction	\$ 500.00	\$ 100.00	\$ 0.00	\$ 4.38	0.88%	
23-6000 23-Campus Administration	\$ 2,500.00	\$ 0.00	\$ 82.87	\$ 1,877.73	75.11%	
41-6000 41-General Administration	\$ 0.00	\$ 0.00	\$ 1.24	\$ 7.44	0.00%	
Total Expenditures & Other Uses	\$ 3,000.00	\$ 100.00	\$ 84.11	\$ 1,889.55		
Total 199 - Local Unrestricted 	\$ 0.00	\$ 100.00	\$ 84.11	\$ 1,694.90		
210 - 211-Title I, 1003 SCHOOL IMP(84.010A) 						
Revenues & Other Sources						
00-5929 Federal Rev dist by TEA	-\$ 50,000.00	\$ 0.00	-\$ 17,439.23	-\$ 31,429.18	62.86%	
Total Revenues & Other Sources	-\$ 50,000.00	\$ 0.00	-\$ 17,439.23	-\$ 31,429.18		
Expenditures & Other Uses						
13-6000 13-Professional Development	\$ 50,000.00	\$ 0.00	\$ 11,858.09	\$ 43,287.27	86.57%	
Total Expenditures & Other Uses	\$ 50,000.00	\$ 0.00	\$ 11,858.09	\$ 43,287.27		
Total 210 - 211-Title I, 1003	\$ 0.00	\$ 0.00	-\$ 5,581.14	\$ 11,858.09		
211 - 211-Title I, Part A (84.010A) 						
Revenues & Other Sources						
00-5929 Federal Rev dist by TEA	-\$ 28,766.59	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
Total Revenues & Other Sources	-\$ 28,766.59	\$ 0.00	\$ 0.00	\$ 0.00		
Expenditures & Other Uses						
11-6000 11-Instruction	\$ 28,766.59	\$ 0.00	\$ 4,790.00	\$ 4,790.00	16.65%	
61-6000 61-Community Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	
Total Expenditures & Other Uses	\$ 28,766.59	\$ 0.00	\$ 4,790.00	\$ 4,790.00		
Total 211 - 211-Title I, Part A	\$ 0.00	\$ 0.00	\$ 4,790.00	\$ 4,790.00		
224 - 224-IDEA-B (84.027) 						
Revenues & Other Sources						
00-5929 Federal Rev dist by TEA	-\$ 52,592.00	\$ 0.00	-\$ 4,555.00	-\$ 32,272.28	61.36%	
Total Revenues & Other Sources	-\$ 52,592.00	\$ 0.00	-\$ 4,555.00	-\$ 32,272.28		

Income Statement

		Budget	Encumbrance	Actual 04/01 - 04/30	FY to 04/30/2021	Percent
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 52,051.00	\$ 1,552.57	\$ 9,812.49	\$ 42,084.77	80.85%
13-6000	13-Professional Development	\$ 541.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 52,592.00	\$ 1,552.57	\$ 9,812.49	\$ 42,084.77	
Total 224 - 224-IDEA-B (84.027) 		\$ 0.00	\$ 1,552.57	\$ 5,257.49	\$ 9,812.49	
225 - 225-IDEA-B PreK (84.173) 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 517.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Revenues & Other Sources		-\$ 517.00	\$ 0.00	\$ 0.00	\$ 0.00	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 517.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
Total Expenditures & Other Uses		\$ 517.00	\$ 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	-\$ 915.55	-\$ 4,850.81	161.69%
00-5829	State Matching	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 355.17	0.00%
00-5921	School Breakfast Program	-\$ 9,000.00	\$ 0.00	-\$ 2,119.24	-\$ 5,235.72	58.17%
00-5922	National School Lunch Program	-\$ 11,801.00	\$ 0.00	-\$ 4,221.32	-\$ 10,264.40	86.98%
00-5923	USDA Commodities	-\$ 199.00	\$ 0.00	\$ 671.49	\$ 671.49	-337.43%
Total Revenues & Other Sources		-\$ 24,000.00	\$ 0.00	-\$ 6,584.62	-\$ 20,034.61	
Expenditures & Other Uses						
35-6000	35-Food Services	\$ 48,000.00	\$ 9,290.76	\$ 202.50	\$ 26,346.81	54.89%
Total Expenditures & Other Uses		\$ 48,000.00	\$ 9,290.76	\$ 202.50	\$ 26,346.81	
Total 240 - 240-NSLP (10.553 &		\$ 24,000.00	\$ 9,290.76	-\$ 6,382.12	\$ 6,312.20	
255 - 255-Title II, Part A (84.367A) 						
Revenues & Other Sources						
00-5929	Federal Rev dist by TEA	-\$ 4,917.00	\$ 0.00	\$ 0.00	-\$ 598.00	12.16%
Total Revenues & Other Sources		-\$ 4,917.00	\$ 0.00	\$ 0.00	-\$ 598.00	
Expenditures & Other Uses						
13-6000	13-Professional Development	\$ 4,917.00	\$ 0.00	\$ 0.00	\$ 598.00	12.16%
Total Expenditures & Other Uses		\$ 4,917.00	\$ 0.00	\$ 0.00	\$ 598.00	
Total 255 - 255-Title II, Part A		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
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 04/01 - 04/30	FY to 04/30/2021	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	\$ 0.00	-\$ 697.50	4.27%
Total Revenues & Other Sources		-\$ 16,350.92	\$ 0.00	\$ 0.00	-\$ 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	\$ 0.00	\$ 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	\$ 2,693.34	\$ 0.00	\$ 5,211.86	7.45%
Total Expenditures & Other Uses		\$ 69,985.00	\$ 2,693.34	\$ 0.00	\$ 5,211.86	
Total 410 - Textbook/Tech		\$ 0.00	\$ 2,693.34	\$ 0.00	\$ 5,211.86	
420 - FSP-TEA 						
Revenues & Other Sources						
00-5744	Gifts and Bequests	-\$ 29,000.00	\$ 0.00	-\$ 125.00	-\$ 23,556.40	81.23%
00-5749	Misc Local Revenue	-\$ 34,000.00	\$ 0.00	-\$ 2,935.32	-\$ 21,782.66	64.07%
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	-\$ 9,880.00	-\$ 107,159.00	120.56%
00-5812	State FSP	-\$ 3,129,113.00	\$ 0.00	-\$ 259,856.00	-\$ 2,157,330.00	68.94%
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	-\$ 272,796.32	-\$ 2,348,728.06	
Expenditures & Other Uses						
11-6000	11-Instruction	\$ 1,807,517.25	\$ 49,512.06	\$ 166,921.41	\$ 1,192,390.65	65.97%
12-6000	12-Library/Media	\$ 10,324.91	\$ 0.00	\$ 1,892.27	\$ 9,003.76	87.20%
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	\$ 7,336.66	\$ 20,412.01	\$ 163,395.07	79.71%
31-6000	31-Counseling	\$ 12,000.00	\$ 4,835.00	\$ 3,227.50	\$ 9,677.50	80.65%
33-6000	33-Health Services	\$ 5,000.00	\$ 0.00	\$ 1,670.45	\$ 4,624.55	92.49%
35-6000	35-Food Services	\$ 0.00	\$ 480.00	\$ 134.18	\$ 545.96	0.00%
36-6000	36-Extracurricular Activities	\$ 0.00	\$ 0.00	-\$ 88.96	\$ 0.00	0.00%
41-6000	41-General Administration	\$ 167,085.32	\$ 13,959.96	\$ 17,011.66	\$ 160,132.25	95.84%
51-6000	51-Maintenance & Operations	\$ 846,377.87	\$ 276,094.34	\$ 24,208.91	\$ 615,109.72	72.68%
52-6000	52-Security	\$ 2,033.83	\$ 0.00	\$ 264.99	\$ 277.99	13.67%
53-6000	53-Data Processing Services	\$ 55,000.00	\$ 18,115.96	\$ 5,245.47	\$ 39,877.13	72.50%

Income Statement

		Budget	Encumbrance	Actual 04/01 - 04/30	FY to 04/30/2021	Percent
61-6000	61-Community Services	\$ 16,695.70	\$ 0.00	\$ 9,518.97	\$ 19,625.00	117.55%
71-6000	71-Debt Service	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
99-6000	99-Asset/Liability Expenses	\$ 22,727.29	\$ 0.00	\$ 0.00	\$ 20,436.00	89.92%
Total Expenditures & Other Uses		\$ 3,257,000.00	\$ 370,333.98	\$ 250,418.86	\$ 2,248,311.14	

Total 420 - FSP-TEA 		-\$ 24,000.00	\$ 370,333.98	-\$ 22,377.46	-\$ 100,416.92	
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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

52-6000	52-Security	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
99-6000	99-Asset/Liability Expenses	\$ 19,640.00	\$ 0.00	\$ 0.00	\$ 19,640.00	100.00%
Total Expenditures & Other Uses		\$ 19,640.00	\$ 0.00	\$ 0.00	\$ 19,640.00	

Total 429 - School Safety &		\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,640.00	
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460 - Bluebonnet|

Expenditures & Other Uses

61-6000	61-Community Services	\$ 0.00	\$ 0.00	\$ 2,062.24	\$ 2,062.24	0.00%
Total Expenditures & Other Uses		\$ 0.00	\$ 0.00	\$ 2,062.24	\$ 2,062.24	

Total 460 - Bluebonnet 		\$ 0.00	\$ 0.00	\$ 2,062.24	\$ 2,062.24	
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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	\$ 0.00	-\$ 1,933.64	32.39%
Total Revenues & Other Sources		-\$ 6,000.00	\$ 0.00	\$ 0.00	-\$ 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	-\$ 1,517.89	\$ 1,004.43	25.11%
61-6000	61-Community Services	\$ 2,000.00	\$ 0.00	-\$ 15.85	\$ 0.00	0.00%
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	-\$ 1,533.74	\$ 1,004.43	

Total 461 - Campus Activity 		\$ 0.00	\$ 118.82	-\$ 1,533.74	-\$ 929.21	
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465 - After School|

Revenues & Other Sources

00-5749	Misc Local Revenue	-\$ 40,000.00	\$ 0.00	-\$ 3,487.65	-\$ 20,294.72	50.74%
Total Revenues & Other Sources		-\$ 40,000.00	\$ 0.00	-\$ 3,487.65	-\$ 20,294.72	

Expenditures & Other Uses

61-6000	61-Community Services	\$ 40,000.00	\$ 29.80	-\$ 4,779.81	\$ 24,300.81	60.75%
Total Expenditures & Other Uses		\$ 40,000.00	\$ 29.80	-\$ 4,779.81	\$ 24,300.81	

Income Statement

	Budget	Encumbrance	Actual 04/01 - 04/30	FY to 04/30/2021	Percent
Total 465 - After School 	\$ 0.00	\$ 29.80	-\$ 8,267.46	\$ 4,006.09	
490 - PPP Loan Local 					
Expenditures & Other Uses					
11-6000 11-Instruction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
12-6000 12-Library/Media	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
13-6000 13-Professional Development	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
21-6000 21-Instructional Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
23-6000 23-Campus Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
35-6000 35-Food Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
41-6000 41-General Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
51-6000 51-Maintenance & Operations	\$ 0.00	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Total 490 - PPP Loan Local 	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Overall Total	\$ 0.00	\$ 384,119.27	-\$ 31,948.08	-\$ 34,393.16	

Grade Level	Grade	Grade	Grade	Grand Total	Capacity each Community	Number Spots Available	Notes:	Goodwater Montessori 2020-2021 Waitlist	
<i>Primary</i>	PK3	PK4	KG	Grand Total	Capacity each Community	Number Spots Available	Notes:	PK3	72 on current waitlist - In Person Communities are full due to space; Have openings in Remote Learning
In Person - Cypress	10	6	10	26	27	1	Primary Communities are full due to physical space.	PK4	58 on current waitlist - In Person Communities are full due to space; Have openings in Remote Learning
In Person - Sassafras	8	8	9	25	24	-1		Kinder	31 on current waitlist - In Person Communities are full due to space; Have openings in Remote Learning
In Person - Mulberry	4	7	11	22	22	0		1st Grade	All on the waitlist have been contacted
<i>Remote - Desert Willow</i>	4	6	7	17	25	8	Have Openings in Remote Learning	2nd Grade	All on the waitlist have been contacted
<i>Remote - Maple</i>	5	4	6	15	22	7		3rd Grade	All on the waitlist have been contacted
Grand Total	31	31	43	105	120	15		4th Grade	All on the waitlist have been contacted
								5th Grade	All on the waitlist have been contacted
<i>Lower Elementary</i>	1st	2nd	3rd	Grand Total	Capacity each Community	Number Spots Available	Notes:	6th Grade	All on the waitlist have been contacted
In Person - Hummingbird	6	7	7	20	24	4		7th/8th Grade	All on the waitlist have been contacted
In Person - Mockingbird	7	9	8	24	24	0			
In Person - Roadrunner	8	12	7	27	27	0			
In Person - Cardinal	9	6	7	22	22	0			
In Person - Warblers	8	1	6	15	13	-2			
<i>Remote - Cardinal</i>	8	5	4	17	21	4			
<i>Remote - Redwing</i>	6	8	8	22	24	2			
Grand Total	52	48	47	147	155	8			
<i>Upper Elementary</i>	4th	5th	6th	Grand Total	Capacity each Community	Number Spots Available	Notes:		
In Person - Guadalupe	7	8	8	23	26	3			
In Person - San Gabriel	7	9	9	25	27	2			
<i>Remote - Brazos</i>	4	2	2	8	26	18			
<i>Remote - San Antonio</i>	8	4	4	16	26	10			
Grand Total	26	23	23	72	105	33			

Grade Level	Grade	Grade	Grade	Grand Total	Capacity each Community	Number Spots Available	Notes:	Goodwater Montessori 2020-2021 Waitlist			
<i>BLUEBONNET</i>	7th	8th		Grand Total	Capacity each Community	Number Spots Available	Notes:				
100% remote learning	7	2		9	20	11					
On-campus	11	10		21	20	-1					
Grand Total	18	12		30	40	10					
Totals:											
				354	420	66					
				Enrolled	Total	Spots					
				Currently	Capacity	Available					

2021-2022 Lottery & Admission Numbers						
Grade	Applicants	Siblings/ staff	Capacity	Students Returning	Spaces Available	Final Number To Admit
PK3	52	6	40	0	40	40
PK4	45	2	40	24	16	19
KG	67	4	40	29	11	17
TOTAL			120	53	67	76
1	25	5	50	38	12	17
2	31	2	50	48	2	10
3	8	4	50	41	9	8
TOTAL			150	127	23	35
4	13	0	35	41	-6	8
5	10	0	35	24	11	10
6	9	1	35	18	17	9
TOTAL			105	83	22	27
7	4	0	25	20	5	4
8	3	0	20	19	1	3
TOTAL			45	39	6	7
TOTALS	267	24	420	302	118	145

2021-2022 Pre-K Eligibility & Waitlist
22 PK3 = Not Eligible
25 PK3 = Eligible & 8 of these pending ESL Testing
16 PK4 = Not Eligible
11 PK3 = Eligible & 7 of these pending ESL Testing
PK3 = No Waitlist
PK4 = 12 on Waitlist

2021-2022 Waiting List							
Waitlist Number	Grade	Waitlist Number	Grade	Waitlist Number	Grade	Waitlist Number	Grade
1	PK-4	0	KG	26	KG	1	2nd
2	PK-4	1	KG	27	KG	2	2nd
3	PK-4	2	KG	28	KG	3	2nd
4	PK-4	3	KG	29	KG	4	2nd
5	PK-4	4	KG	30	KG	5	2nd
6	PK-4	5	KG	31	KG	6	2nd
7	PK-4	6	KG	32	KG	7	2nd
8	PK-4	7	KG	33	KG	8	2nd
9	PK-4	8	KG	34	KG	9	2nd
10	PK-4	9	KG	35	KG	1	4th
11	PK-4	10	KG	36	KG		
12	PK-4	11	KG	37	KG		
		12	KG	38	KG		
		13	KG	39	KG		
		14	KG	40	KG		
		15	KG	41	KG		
		16	KG	42	KG		
		17	KG	43	KG		
		18	KG	44	KG		
		19	KG	45	KG		
		20	KG	46	KG		
		21	KG	47	KG		
		22	KG	48	KG		
		23	KG	49	KG		
		24	KG	50	KG		
		25	KG	51	KG		
				52	KG		
				53	KG		
				54	KG		



Special Programs Report
5/25/2021

Special Programs Overview:

Total Students in Special Programs: 88

Emotions/nc:37

54:24

SL:27

Currently our department is in a restructuring phase. Our team currently consists of 5 staff members not counting myself. Our team is made up of

4 aides:

Franz Pacquing

Sammy Wentz

Jessica Lago

Sue Landry

1 Teacher/behavior support:

Trin Brooks

All are working diligently to try and catch up on A/D paperwork from A/Ds held during the time we were without a director. Also trying to schedule A/Ds and evaluations and communicating with staff and families to get input on students needs. All staff members are working hard to keep our students services running smooth here at Goodwater.

To ensure we are meeting all our students needs, we contract other services listed below.

Me Goper- provides special services

Currently she serves 1 students total. 7 are on campus and 3 are virtual.

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nn i is and aren Moran- rovides pee servi es
Currently they are serving 16 students all virtually with the assistance of our aides.

i B it ro o ord ons tin ro p- rovides t servi es
Currently she serves 11 students all virtually with assistance of our aides.

a on Matt s- rovides Co nse in servi es.
Currently she serves 8 students all in person.

rin Broo s- rovides Be avior intervention
Social Groups Total Students: 17

Total valuations Completed April 2 to May 18- **va s o p eted**

Total A DS completed April 2 to May 18: **5 R s o p eted**

This week we have **R s ined p to o p ete**

Once we receive STAA scores we will have to hold A D meetings to implement P for our students in grades 8 and 5 who do not pass.

5 eetin s Completed April 2 to May 18- **2 eetin s o p eted**
and 1 ore eetin s ed ed or ne t wee

End of Year (EOY) NWEA/MAP Summary

We are still working on MAP make-ups. It has been a slow-going process due to STAAR assessments. A detailed update will come out in the June board report.

STAAR Update

Grade	Reading % Taken	Math % Taken	Science % Taken	Social Studies % Taken	Writing % Taken
3 rd	75%	77%	N/A	N/A	N/A
4 th	57%	57%	N/A	N/A	64%
5 th	58%	62%	60%	N/A	N/A
6 th	67%	71%	N/A	N/A	N/A
7 th	Taking 5/21	Taking 5/25	N/A	N/A	63%
8 th	Taking 5/21	Taking 5/25	91%	82%	N/A

*A more detailed report will come out in the summer board reports. Extended make-up dates for quarantined students: May 19th, 21st, 24th, 25th, and 26th.

Early Childhood Data System (ECDS) Update

	Pre-K 4	Kindergarten
Literacy	71%	78%
Math	91.5%	84%
Science	90%	100%
Social Emotional Behaviors	97%	95%

*Percentages reflect the number of students on-track for each measure.

Response to Intervention (RTI) Update

Ms. Kaci Bulta has been working with approximately 110 students on campus and virtually to build their reading and math skills. We had 39 students work with Sylvan Learning to build their reading and math skills as well.



Facilities Report
May 2021

1. Irrigation repairs and landscape replacement needed due to freeze damage completed.
2. Need to decide the course of action on the portable. Lease expires in July as does permit. We were granted a 1 year extension for the temp use permit and having it renewed again will be problematic. We may be required to install a slab because we have moved to more of a permanent use duration.



Marketing report
May 25, 2021

Marketing for new hires:

The top openings we are recruiting for include Montessori Coach, MT teacher, Primary and elementary Guides.

We recently contracted an LSSP from Round Rock SD for Dyslexia screening.

This week we posted our Montessori Coach and Guide positions on the AM website.

(Association Montessori International) and will continue to post here for Montessori openings.

Dr. Bruce has an interview scheduled for an MT candidate with certifications and an education degree from MT with many years of experience.

We have connected with Texas State and have two interviews scheduled.

We are developing a promising pipeline of candidates for the assistant position and AS/P (after-school enrichment program) staff.

Marketing for new students:

Our Community Impact ad runs in the Round Rock edition and Cedar Park/Leander edition and online. We will revisit this and possibly advertise the August education edition insert.

We are creating Facebook posts showing upper elementary students and discussing boosting our post on June 1-5th.

Jim is contacting Headstart about spots we have available for qualified P 3-4 children.

We are asking families if they know anyone who may be interested in applying for these positions.

Minutes for Board Meeting

Goodwater Montessori School

April 27, 2021, 6:30 PM

Decisions are highlighted.

Call to order

1. Expected to be in attendance: Carl Ilig, Mary Evelyn Dowling, Amber Fucello, Christopher Iinds, Montique Chance, Ian MacWatters, and Suzanne Robinson. The following staff is expected to be in attendance: Dr. Bruce Tabor, Marcy Steward, Jim Edges, Luis Lopez, Penny Wilson, Heather Pencil, Alma Lahmon, and Kristi Lee.

In attendance: Carl Ilig, Mary Evelyn Dowling, Amber Fucello, Christopher Iinds, Ian MacWatters, and Suzanne Robinson. Staff: Dr. Bruce Tabor, Marcy Steward, Jim Edges, Penny Wilson, Heather Pencil, Alma Lahmon, Luis Lopez, and Kristi Lee.
Montique Chance joins at 6:57 pm.

6:31 pm Carl Ilig calls the meeting to order and establishes a quorum.

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

no public comments.

3. Consent Agenda

Carl Ilig asks if anyone wants to move any item from the consent agenda to the discussion agenda.

Chris Iinds comments that the reports created by the staff look very good. **Chris Iinds moves to approve the consent agenda as prepared with no changes. Mary Evelyn Dowling seconds. The motion passes unanimously.**

4. Discussion and Action Items

a. Dr. Bruce Tabor gives the Superintendent report.

He expresses appreciation for the board, staff, and families for their efforts and work during this challenging year. The Emergency Operations Plan (EOP) has been completed and submitted. STAAR testing is ongoing, and we do have makeups scheduled for the STAAR Writing due to quarantine. We are simultaneously working on End of Year (EOY) Map testing.

Our current enrollment is 358, and we have 334 returning for next year and 142 new students for next year. We are continuing our marketing campaign plans. The Covid-19 report is that four communities have been quarantined since our last meeting. Masks are still required by all on campus. Luis Lopez, the new Director of Special Programs, was

introduced. Reminder to the community that drop-off is 7:30 -7:50 am. Families need to sign children in after 7:50 am. We are deciding on what type of speed bumps to install for next fall. New cameras for the remaining hallways are being ordered.

2021-2022 Charter renewal is due in 2022.

- b. The board discussed the Safety Committee Meeting Minutes with no questions.
- c. The board discussed the Finance Committee Meeting Minutes and specifically the idea of opening a Montessori training facility on our campus.
The benefits discussed include it being a revenue generator for our school, could lead to an Education Foundation, increased presence on campus of Montessori-trained professionals, a pipeline of contacts for hiring purposes, and strengthens Montessori support for children.
- d. Covid-19 update. Discussion around numbers of cases in Williamson County. The task force met and discussed options for students to have mask breaks. The staff recommendation from Dr. Bruce Tabor is to continue requiring masks on campus for the remainder of this school year. We will revisit this issue over the summer and decide for next fall based on new information from CDC and WCCID.
What metrics will we use to determine the protocol for next year? Williamson County reports and recommendations. Amber Fucello moves to extend the required mask protocol through the end of this school year. Montique Chance seconds the motion. The motion passes unanimously.
- e. The learning environment for next year. Dr. Bruce Tabor and staff recommend in-person learning and no remote for next year. Board discussed in-person vs. remote learning and possible scenarios we have to consider. Discussion around vaccinations, quarantine, transmission, masks, and unknown factors. Chris Hinds moves to reopen in person only. Ian Mac Watters seconds the motion. Chris Hinds moves to modify his motion to say reopen for on-campus instruction only. Ian Mac Watters seconds the motion. The motion passes unanimously.
- f. Board meetings in-person in the near future. Board discussed how we could safely meet in person and virtually include anyone who wants to join.

5. Carl Hlig moves to begin a closed session at 7:49 pm. Chris Hinds seconds the motion. The motion passes unanimously. The board goes into closed session and returns at 7:58 pm. Closed Session a. Per Texas Government Code section 551.74 to discuss personnel matters and/or Per Texas Government Code section 551.71 for a consultation with the school attorney and/or Per Texas Government Code section 551.72 to discuss Real Property. Carl Hlig moves that the Wilco Board of Directors decides not to entertain the offer to sell real estate in closed session. Amber Fucello seconds the motion. The motion passes unanimously.

6. At 8:00 pm, Mary Evelyn moves to adjourn the meeting. Ian Mac Watters seconds the motion. The motion passes unanimously.



Superintendent Report
5/25/2021

Enrollment

1. Our current enrollment is 358.

COVID-19

1. Since our last board meeting, we quarantined one community. They returned to campus on May 21.
2. We are monitoring updates from the CDC and Williamson County and Cities Health District (WCHD). We will continue to monitor the updates throughout the summer to have an updated COVID protocol in place for Fall 2021. We will be providing updates later this summer.

Academics

1. We continue to provide response to intervention (RTI) to both remote and on-campus students utilizing an RTI teacher. We are also utilizing Sylvan Learning Center. Jenny Wilson has sent information to parents explaining the process. We appreciate everything that Jenny and Caci (our Response to Intervention (RTI) for additional support in Math and Reading.
2. We are reminding 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 to count the student present.
3. STAA Assessments make up was scheduled for the following dates:
 - a. May 21
 - b. May 24
 - c. May 26

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P S O L / O L T S

1. We are recruiting for the following positions:
 - a. Montessori Coach
 - b. Primary Guide
 - c. Elementary Guide
 - d. We are also looking for substitute teachers that are willing to work on campus for 2021-2022. We encourage parents/caregivers to apply for these positions as well.
 - e. We also encourage parents to sign up to volunteer next year. We need Library volunteers, parents/caregivers to help support Guides, we have several committees that need additional volunteers. Please contact Alma Lahmon if you are interested in volunteering for 2021-2022.

FAC L T S

1. Please remember: All parents and students who enter the building must wear a mask.
2. Please do not enter the building if there is another family in the vestibule area.

COFF E E W T D . C

Our Coffee was held on May 18th, at 9:30 am via Zoom. These were the agenda items:

1. Welcome
2. STAA Assessment update
3. Update on Director of Montessori Instruction and Curriculum
4. Graduation (Kindergarten, 3rd year, 6th year, 8th year)
 - a. Remote Ceremony this year for all grades
 - i. Kindergarten - May 26, 6:00 pm
 - ii. 3rd year - May 24, 6:00 pm
 - iii. 6th year - May 24, 7:00 pm
 - iv. 8th year - May 26, 7:00 pm
5. Registration for next year returning students
6. Looking ahead to 2021-2022
7. Discussion and Questions
8. Adourn

We will provide access to a recording of the Coffee with Dr. Bruce and make it available to our parents and caregivers.

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There have been questions about the 2021-2022 school year. We will continue to update everyone as we get additional information from T A, CDC, and WCC D. It is essential for our students and staff to be on campus to provide a strong Montessori education to our students.

To the staff of Goodwater, our continued thanks for the tremendous support for our children and each other. I also want to thank our parents/caregivers and our School Board for their efforts this year for their support. Finally, I would like to thank Carl Ilig, our Board President, who was with me on the first Zoom call in March 2021 and has volunteered much time to calls from me and his support during this entire school year. We cannot say enough about the dedication of everyone who has provided support for students during this significant time in education.

This concludes my report.

Sincerely,
Dr. Bruce

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Goodwater Montessori Board Report - 5/18/21
Covid Report

Williamson County remains 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 vaccinated population:

57.43% of the population (age 12 and above) have received the 1st dose

44.79% have been fully vaccinated

The CDC has approved the Covid19 vaccine for children ages 12 - 18. Local providers have started vaccinating this age group along with adults. The CDC has also advised that fully vaccinated people may resume activities without wearing a mask or physically distancing themselves, except where required federal, state, local, tribal or territorial laws, rules, and regulations, including local business and workplace guidance, dictate otherwise. More information for the county can be found at www.wilco.org/coronavirus.

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 symptoms assessments regularly and monitoring their children for symptoms.

Alma Lahmon
School Programs Coordinator

***Federal Regulations and local requirements are regularly updated and modified it is the CE's responsibility to stay informed of these changes and to modify its procedures and policies as necessary.**

**WilCo Montessori Partners
DBA Goodwater Montessori School
Child Nutrition Food Services Department**

PROCUREMENT PROCEDURES MANUAL

Effective 5/25/2021

**Goodwater Montessori School – Child Nutrition Food Service Department
Procurement Procedures Manual**

This Procurement Procedures Manual (2 CFR 200.318) has been created to ensure that all purchases made with the Child Nutrition (CN) Federal Funds are in compliance as regulated by all Federal, State, and Local written policy.

Goodwater Montessori School **uses the following resources for all procurement methods:**

Super Circular 2 CFR part 200

Texas Department of Agriculture’s (TDA) “Administrative Review Manual,” Section 16 and 17(including 17A), and the Education Department Guidelines and Regulations (EDGAR)

The following standards will be applied to all procurement methods. Solicitations will...:

1. Allow for “full and open” competition
2. Be handled with integrity and fairness to all potential bidders
3. Award responsive and responsible contractors
4. Be fully documented to allow for complete transparency and follow the 5-years record retention requirement

Goodwater Montessori School allows the Child Nutrition Department to participate in the following:

1. Agreements that identify participation level
 - a. Inter-governmental agreements (operator-only/ESC)
 - b. Third Party Cooperatives
 - c. Agents
2. Informal Purchases
 - a. Micro-Purchase: any purchase that does not exceed the State threshold of \$10,000.
 - b. Small Purchase Acquisition: any purchase that exceeds \$10,000 but is not greater than the State threshold of \$50,000.
3. Formal Purchases
 - a. Competitive Bid (IFB-Invitation For Bid)
 - b. Competitive Proposal (RFP-Request For Proposal)
 - c. Non-Competitive Proposal. TDA “pre-award approval” required
4. Other Purchases
 - a. Sole Source – as determined through a failed procurement method due to no competition. Requires TDA approval prior to awarding the vendor or purchasing from the vendor.
 - b. Capital Expenditures – any single piece of equipment that exceeds \$5,000 in cost must be approved by TDA prior to purchase.

Goodwater Montessori School will use the following 4 phases of procurement:

1. **Planning.** Below is a list of the first steps that will be taken prior to any purchase.
 - a. What is needed in the way of product/products and/or services?
 - b. When are the products or services needed?
 - c. What is an estimated cost of the products or services needed? Multiple resources will be used to determine an “estimate” of the value or cost. The cost/price analysis will be used to determine the most appropriate procurement method.
 - d. How we will pay for the products and/or services?
2. **Forecasting.** Below is a list of the resources to be used for forecasting our needs.
 - a. We will review our past program to determine if the products or services were used in the previous program year.
 - b. Current program needs will be assessed and product amounts and/or service needs will be determined.
 - c. Upcoming program years will be considered in regard to future needs and possible renewal or extensions of contracts if necessary.
3. **Soliciting.** The following general steps will be taken to start the solicitation process. Each procurement method is more specifically outlined later in this manual.
 - a. Based on the cost/price analysis in our planning phase, the most appropriate procurement method will be used.
 - b. A general specification with details will be written to document the product or service needed.
 - c. Terms and conditions of the contract will be outlined and reviewed to ensure the solicitation clearly describes our needs and deliverables required.
 - d. Each solicitation will include the following information:
 - a. Deadline (date and time)the quotes or responses are to be received.
 - b. The method the quotes or responses are to be submitted and to whom.
 - c. Evaluation criteria, if any is used, clearly outlined to include scoring rubric.
 - d. Date and time by which the solicitation will be awarded.
 - e. Term and Conditions of the contract and if any renewals or extensions will be allowed.
 - f. All USDA Federal and State-required certifications and affidavits if applicable to the procurement method used.
 - e. Research will be done to identify potential suppliers.
4. **Awarding.** Based on the procurement method, the following general processes will be used:
 - a. A winner will be selected using the following methods.
 - a. Equitable distribution for all Micro-Purchases.
 - b. Low bid or highest evaluation winner for Small Purchases and IFB’s.
 - c. A single winner through evaluation criteria for Small Purchases and RFP’s.
 - d. Pre-award approvals must be obtained from TDA for any solicitation that is deemed non-competitive or sole source.
 - e. Multiple winners are selected for RFP’s when a “line-item” award approach is taken to procure the best price for each product specified in the solicitation.

5. **Contract Management.** The following items will be monitored during the life of an awarded contract.
 - a. Quantities specified are made available and delivered.
 - b. Delivery times and schedules are being met per contract terms.
 - c. Product deliveries and/or services are occurring at the correct location if multiple locations are part of the awarded contract.
 - d. Products and/or services are meeting the specifications as described in the solicitation.
 - e. Substitutions of products are being handled as outlined in the Terms and Conditions and are adequate to the specified product.
 - f. Vendor response time to product or service issues is appropriate in regard to each situation, if any.

Procurement Methods: Informal and Formal (2 CFR 200.320)

Goodwater Montessori School will follow the below steps with each procurement method.

1. Micro-Purchases.

The micro-purchase method is an “Informal Procurement Method” for purchases where the aggregate value in a single transaction is at or below \$10,000. This enables the Charter to purchase supplies or services without soliciting competitive quotes if the school considers the price reasonable. The Charter may purchase products and/or services that are similar or dissimilar, purchased as a single or collective unit.

- a. All **unplanned, non-routine** purchases with an aggregate total that does not exceed the threshold of \$10,000 are allowed (2 CFR 200.67) and will include:
 - i. Documentation that explains the reason for the purchase and vendor name.
 - ii. List of items or service purchased.
 - iii. Receipt.
- b. Types of Micro-Purchases allowed:
 - i. Emergency and/or equipment repair parts
 - ii. Small to medium catering events
 - iii. Emergency food shortages
 - iv. Staff training and travel expenses
 - v. Small kitchen equipment purchases
- c. The following employee positions have permission to make a Micro-Purchase:
 - i. CN Director; Program or Operations Manager
 - ii. Director of Business Operations
 - iii. School Operations Generalist, Cafeteria Director or Manager
- d. Eligible vendors.
 - i. Equitable distribution of purchases will be made to all suppliers within an appropriate proximity to the Charter’s school sites
 - ii. All suppliers within the county
 - iii. Only Charter-approved and qualified suppliers
- e. Payment for Micro-Purchases.
 - i. Purchase Order paid by Check or Credit card

- ii. Personnel cash, credit card, or debit card to be reimbursed by the Business Office

2. Small Purchases.

The small purchase method is an “Informal Procurement Method” for purchases that exceed the micro-purchase threshold but have an aggregate amount no greater than the Simplified Purchase Acquisition threshold of \$50,000. The Charter must contact a minimum of 3 potential suppliers and attempt to get a minimum of 2 quotes.

- a. Based on the determination through a cost/price analysis that a purchase will exceed the Micro-Purchase threshold (2 CFR 200.67) but will not exceed the State’s Simplified Purchase Acquisition (Small Purchase) threshold of \$50,000
- b. Allowable types of Small Purchases:
 - i. Single/one-time purchase with an aggregate amount between \$10,000<\$50,000
 - ii. Multiple purchases of same or similar products and/or services from a prime vendor during the fiscal year with an aggregate amount between \$10,000<\$50,000
- c. Goodwater Montessori School will use the following steps to make a Small Purchase (2 CFR 200.320 [b])
 - i. Identify potential suppliers; who to contact for bids; what is available on the market.
 - ii. Write the product and/or service specification to include details but not restrictive as to exclude competition.
 - iii. Draft the solicitation to include contract terms and conditions, invoice methods, delivery and/or service requirements, duration of contract, and evaluation criteria if any is being used with the scoring rubric.
 - iv. Contact a minimum of 3 vendors (if possible) and provide each one with the same information to include all details of the solicitation. Emailed or faxed documents is the preferred method but verbal delivery of solicitation details is allowed.
 - v. Document vendor responses to include:
 - 1. Vendor name and contact with email address and phone
 - 2. Contact method
 - 3. Price quoted to include the date received
 - 4. Duration of the price quote
 - 5. If less than 3 quotes are received, explanation of why this occurred will be included in the documentation
 - vi. Award will go to the most responsive and responsible vendor with the lowest price or highest evaluation score if used. A responsive vendor is one whose response conforms to all the material terms and conditions of the solicitation. A responsible vendor is one whose financial, technical, and other resources indicate an ability to perform the services required.
 - vii. All documentation will be kept in a file labeled “Small Purchase Acquisitions”
- d. The following employee positions have permission to make a Small Purchase:
CN Director; Program or Operations Manager

- i. Director of Business Operations
 - ii. School Operations Generalist, Cafeteria Director or Manager
- e. Eligible vendors.
 - i. All suppliers that have been identified as potential bidders
 - ii. Only Charter-approved and qualified suppliers
- f. Payment for Small Purchases.
 - i. PO to be created prior to the invoice payment. This is handled through the Business Office.

3. Capital Expenditures.

Texas Department of Agriculture (TDA) requires a CE to get pre-approval on expenditures for food service equipment or alterations to equipment, only if the total equipment “per unit” cost is greater than \$5,000.

- a. Goodwater Montessori School will submit a request for approval prior to purchasing the item via email to TDA including:
 - i. Charter Name, CE ID, and contact information (phone and email address)
 - ii. Description of the equipment, including the purpose and how it supports the operation or maintenance of the Charter
 - iii. Provide an estimated cost and whether or not we have sought bid pricing
 - iv. Describe how the old equipment (if any) will be disposed of and acknowledge that any proceeds from the disposal will be used to offset the cost of the replacement
 - v. Acknowledge that any equipment purchased will be used exclusively (100%) by the Charter

4. Competitive Sealed Bidding (IFB – Invitation for Bid).

The competitive sealed bidding method is a “Formal Procurement Method” that is used when the contract value is at or above the Small Purchase threshold, which is \$50,000 in the state of Texas. The formal procurement method requires a Charter to post a public advertisement in a newspaper of general circulation for two consecutive weeks upon release of the solicitation. It is recommended that the Charter post the advertisement on their website or a trade website as well as email or make phone calls as a means of advertising to potential bidders.

- a. Goodwater Montessori School will ensure the following conditions:
 - i. A complete, adequate, and realistic specification or purchase description will be made available
 - ii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - iii. Evaluation criteria will be included in the solicitation in regard to determining a winner if the same price has been received from 2 or more different vendors
- b. Goodwater Montessori School will adhere to the following requirements:
 - i. The solicitation will be publicly advertised

- ii. Provide detailed information such as response time, date and time responses are to be received, how responses must be submitted, date and time of public opening, and any other pertinent details
- iii. Provide product and/or service specifications that allow multiple responses
- iv. Award the contract to the most responsive and responsible bidder. Factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest.
- v. Any or all bids may be rejected if there is a sound documented reason
- c. The following employee positions will participate in the IFB Procurement Method:
 - i. CN Director; Program or Operations Manager, Director of Business Operations, Superintendent/CEO
 - 1. Write product or service specifications
 - 2. Write the solicitation document
 - 3. Send the IFB to potential suppliers
 - 4. Participate in the opening of the submitted bid quotes and determine a winner
- d. Eligible vendors.
 - i. All suppliers that have been identified as potential bidders
 - ii. Only Charter-approved and qualified suppliers
- e. Payment for IFB Purchases.
 - i. PO to be created prior to the invoice payment. This is handled through the Business Office

5. **Competitive Proposals (RFP – Request For Proposal)**

A request for proposal is a “Formal Procurement Method” used for purchases when an IFB is not appropriate. An RFP describes in a general way what is needed and requests that vendors submit a proposal for servicing the needs of the Charter. RFP’s can be used for either goods or services and require the prospective vendor to submit a technical proposal that explains how they will meet the objectives of the solicitation document and a cost element that identifies the costs to accomplish their proposal. Price is to remain the major consideration but can be one of many evaluation factors used to determine the most advantageous winner. The RFP also allows for negotiation as a means to obtain the best value or price.

- a. Goodwater Montessori School will ensure the following conditions:
 - i. A complete, adequate, and realistic specification or purchase description will be made available
 - ii. The procurement lends itself to a firm fixed price contract or cost reimbursable price
 - iii. The selection of the successful bidder will be made after an evaluation of criteria with price being the “heaviest weighted factor”
 - iv. Negotiation of price or best value will be handled with complete fairness and integrity
- b. Goodwater Montessori School will adhere to the following requirements and required documents (2 CFR 200.318 - 326):
 - i. The solicitation will be publicly advertised

- ii. Solicitation document will include a cover sheet with the RFP description, contact information, issue date, closing date and opening date
- iii. Written instructions and bidder information sheet to be completed by the proposer
- iv. Clear product and/or service specifications
- v. Clear description of Charter demographics and product usage (as relevant)
- vi. Clearly stated evaluation criteria to include scoring rubric
- vii. Standard and/or Special Terms and Conditions of the contract
- viii. Discounts, Rebates, and/or credits provisions where applicable
- ix. Questionnaires as appropriate
- x. Reference Sheet
- xi. Certifications per ARM Section 17 and Appendix II to Part 200 of 2 CFR 200:

Intangible Property	2 CFR 200.315
Procurement of Recovered Materials/Solid Waste Disposal	2 CFR § 200.322
Profit as a Separate Element of Price	2 CFR 200.323(b)
Record Retention Requirements	2 CFR § 200.333
Rights to Inventions	37 CFR §401.2 (a)
Anti-trust Certification	Section 2155.005
Certification of Residency	Chapter 2252, Subchapter A
Companies Engaged in Business with Iran, Sudan, or a Foreign Terrorist Organization	Chapter 2252, Subchapter F
Compliance with the Energy Policy and Conservation Act	Pub.L.94-163, 89 Stat.871
Compliance with Texas Family Code	Section 231.006
Food/Product Recall and HACCP Procedures	
Form 1295	Section 2252.908
Health & Safety Certificates, Licensing and Regulation	ARM 17.62
No Israel Boycott	Section 2270.002
Prohibited Employment Assistance	20 USC 7926
Non-Collusion Declaration	Section 15.01
Non-Collusion Affidavit	Section 15.01
Signature and Declaration of Compliance	Notary of Public Required
Proposal Form	200.326 Appendix I To Part 200
Breach of Contract Terms, Sanctions and Penalties	200.326 Appendix II to Part 200 (A)
Termination for Cause or Convenience	200.326 Appendix II to Part 200 (B)
Certificate of Insurance	2 CFR 200.447
Cooperative Agreements	2 CFR 200.24
Byrd Anti-Lobbying	2 CFR 200.450; 200.326 Appendix II Part 200 Sec. "I"
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts	200.326 Appendix II To Part 200 Sec H
Clean Air and Water Certificate	200.326 Appendix II Part 200 Sec. "G"
Equal Opportunity Employment	200.326 Appendix II Part 200 Sec. "C"
Contracting with Small, Minority, Women Business Enterprises, and Labor Surplus Area Firms	2 CFR 200.321
Conflict of Interest Questionnaire	24 CFR § 3282.359

Disclosure of Lobbying Activities	Appendix B To Part 418 2 CFR
Felony Conviction Notification (Exhibit Only)	21 CFR 1301.90
Nutrition Services Certification For “Buy American” Provision	7 CFR 210.21 Sec. D
Nutrition Services “Buy American Waiver Exception List	7 CFR 210.21 Sec. D
Certificate Regarding Worker's Compensation	48 CFR 970.2803-1
Certificate Regarding Drug-Free Workplace	38 CFR § 48.635
Certificate Regarding Alcoholic Beverage And Tobacco-Free Campus Policy	21 CFR § 1140.1
E-Verify	48 CFR 52.222-54
Iran Contracting	48 CFR 25.703-3
Civil Rights/Discrimination	FNS Instruction 113-1
W9	Most Current Version Required

xii. Awarding of the contract:

1. Evaluation will consist of product quality, services, or past performance determined by references, but not limited to, along with price as the heaviest weighted factor
2. Cost plus percentage of cost will not be allowed as a basis for award (2 CFR 200.320)

xiii. Any or all bids may be rejected if there is a sound documented reason

c. The following employee positions will participate in the RFP Procurement Method:

i. CN Director; Program or Operations Manager, Director of Business Operations, Superintendent/CEO, School Operations Generalist

1. Write product or service specifications
2. Write the solicitation document
3. Send the IFB to potential suppliers
4. Participate in the opening of the submitted bid quotes and determine a winner

d. Eligible vendors.

- i. All suppliers that have been identified as potential bidders
- ii. Only Charter-approved and qualified suppliers

e. Payment for RFP Purchases.

- i. PO to be created prior to the invoice payment. This is handled through the Business Office

6. Non-Competitive Negotiation and Sole Source Procurements.

These types of procurement methods are used to compensate for the lack of competition. This lack of competition may result from overly restrictive solicitation documents, an inadequate number of suppliers in the area or the procurement environment may have been compromised by inappropriate supplier actions (i.e. market allocation schemes). Non-competitive negotiation occurs after the solicitation (sealed bid, competitive negotiation or small purchase) has been issued, but competition on that solicitation has been deemed inadequate.

- a. Non-competitive negotiations or sole source procurements are restricted to specific situations and may only be used when:

- i. Inadequate competition in a formal procurement method
 - ii. Public emergency exists
 - iii. Goods or services are only available from one manufacturer through only one supplier
- b. Goodwater Montessori School will obtain TDA's approval prior to award and purchase of products or services. All requests for approval must be submitted through the State Agency's online system, TX-UNPS.
- c. The following employee positions will oversee the approval process for a Non-Competitive and/or Sole Source Procurement Method:
 - i. CN Director; Program or Operations Manager, Director of Business Operations, Superintendent/CEO
 - ii. Assistant Manager or Director; Purchasing Specialist; Business Office Manager
 - iii. Cafeteria Director or Manager, School Operations Generalist

Bid/Proposal Questions and Protest Procedures

An interested party may protest any of the following situations:

- **Solicitation or other request for offers for a contract for the procurement of property or services**
- **Cancellation of a solicitation or other request**
- **Award or proposed award of a contract**
- **Termination of a contract, if the protest alleges that the termination was based on improprieties in the administration of the contract.**

Goodwater Montessori School will do the following:

1. Include clear instructions in each solicitation document about questions and protest procedures.
2. Follow all written procedures to resolve protests.
3. Ensure that all protests are resolved.
4. Retain all documentation related to a protest.
5. Notify TDA when a protest is received.

Goodwater Montessori School will address all respondent protests within 24 hours of the bid award. Goodwater Montessori School will provide evaluation scores and pricing at the request of the respondent. Violations of law should be referred to the local, state or Federal authority.(2 CFR, Section 200.318[k])

Goodwater Montessori School will allow respondents to request clarification of information prior to the close of the bid/proposal. These requests must be received a minimum of 3 business days prior to the close of the bid/proposal. Goodwater Montessori School will address the request for additional information as an addendum to all respondents.

Economic Price Adjustments in Vendor Contracts

The economic price adjustments, which allow a Charter to adjust costs in the contract, must be tied to an appropriate standard or cost index. Relating the price adjustments in a contract to an index allows the Charter to ensure that increases under the contract are not without basis. For example, if fuel prices are increasing drastically, an appropriate index such as the Consumer Price Index (CPI) will reflect this change.

This index is preferred because the USDA uses this index for the National School Lunch Program (NSLP) yearly funding increases. The intention is that if the USDA increased funding by a certain percentage the Charter would be able to allow the increase in food cost to rise at the same percentage. Vendors will be able to bid on multi-year contracts that allow for inflation and the Charter will be able to maintain a consistent level of service and food cost percentage from year to year.

Applying Geographic Preferences in Procurement

As amended, the National School Lunch Act (NSLA) allows SFA's receiving funds through the CN Programs to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. This applies to operators of all of the School Lunch Programs.

Goodwater Montessori School will apply geographic preference to the procurement of agricultural products that:

1. Are unprocessed
2. Are locally grown or locally raised
3. Have not been cooked, seasoned, frozen, canned, or combined with any other products

Because the NSLP is Federally Funded, geographic preferences cannot be restrictive to local definitions such as city, county, or state lines. Goodwater Montessori School determines local as "within the United States territory and within the state of Texas" (mileage may vary for items dependent on bidding preference)

Discounts, Rebates, and Credits

Goodwater Montessori School requires that all discounts, rebates, and credits accrue back to the school nutrition account. The contractor will be required to identify the amount of each discount, rebate, or other applicable credit on bills and invoices presented to the Goodwater Montessori School. Contractors will be required to identify the method by which they will report discounts, rebates, and credits. All discounts, rebates, and credits will be tracked via monthly invoices or annual velocity reports. Contractors will be required to maintain documentation of costs, discounts, rebates, and credits and make those available to Goodwater Montessori School upon request.

Buy American Provision

Goodwater Montessori School adheres to the Buy American Provision (7 CFR 210.21) when purchasing commercial food products to be served in the Charter's SNP meals. This provision will be included in all solicitations for food to be used in the school nutrition programs. See Appendix 1 page 17.

Per Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 {Public Law 105-336} added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring School Food Authorities (SFA's) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guan, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFA's must comply with when purchasing commercial food products served in the school meals programs.

Goodwater Montessori School will purchase domestic food products per the Buy American Provision unless:

1. The product needed is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; or
2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product

Goodwater Montessori School will maintain all documentation in regard to any food purchases that are deemed "non-domestic" to include cost comparisons if the product is available as a "domestic" product that is seen as unreasonable in cost; or if not available as a U.S. grown product the documentation will include the "country of origin."

Small and Minority Businesses, Women Business Enterprises, and Labor Surplus Area Firms and/or Disabled Veteran Business Enterprise (MWDVBE)

Goodwater Montessori School will encourage open competition amongst small, minority, woman, and disabled veteran's businesses by:

1. Reducing barriers in Formal and Informal Contract solicitations by:
 - a. Allowing for businesses that may be MWDVBE to compete on an equal footing. This will be accomplished by having a qualification process where MWDVBE bids are given points equal to the requirements that may be restrictive, such as length of service in business, size of distribution facilities, etc..
 - b. Allowing for extra points in the evaluation if a bidder/proposer qualifies as an MWDVBE
 - c. Structuring contracts to allow "awards to more than one Proposer in the best interest of the Charter in order to award a portion of the agreement to MWDVBE vendor that may not be able to perform to an agreement that is too large for current financial/logistical capabilities.
2. Structuring Contracts that May allow for Cost Credit to Small, Minority and Women owned businesses:
 - a. Goodwater Montessori School may structure an RFP Formal Procurement agreement to allow for price variation of not more than 5% of total cost above the lowest responsive bidder to award to a small, minority or women owned business. For example, the lowest bidder was \$100 dollars, a certified small, minority or women owned enterprise bid

\$105, the contract may be awarded to the small, minority or women owned enterprise if it is in the best interest of the Charter.

3. Providing Positive Outreach

- a. Goodwater Montessori School will place qualified small, minority and women owned enterprises on solicitation lists; and
- b. Assure that small, minority and women owned enterprises are solicited whenever they are potential sources

Local Sourced Products: Farm to School Initiative

Goodwater Montessori School is committed to local markets and family farmers in the State of Texas. Our objective is to support the local agricultural economy and reduce the environmental impact of long distance shipping. Goodwater Montessori School defines “Local Sources Products” as products that are grown within the State of Texas, with preference to sources located within 100 miles of the school’s main campus.

When purchasing local sourced products, Goodwater Montessori School will follow the planning phase as stated earlier in this manual and do a cost/price analysis to determine the most appropriate procurement method.

In order to encourage the bidders to purchase locally sourced produce, Goodwater Montessori School may assign additional point values in the “Award of Contract” section of the solicitation that can demonstrate:

1. The bidder is purchasing produce locally by submitting a list of local farmers, their addresses, the produce that is anticipated to purchase from each farm location, and the anticipated harvest dates of the produce
2. The bidder must also agree to the ability to submit a report during the term of the contract that demonstrates continued purchases from local farms

Use of Excess and Surplus Property

Goodwater Montessori School, to the best of the Charter’s ability, may utilize excess and surplus property when available. The TDA allows a Charter to use a significant portion of our entitlement (PAL) allocation from USDA to purchase DOD fresh fruit and vegetable products. The TDA manages the solicitation and award of the DOD Produce Vendors. Contracting Entities (CE’s) in the state of Texas and participating in the DOD Fresh Program can receive weekly deliveries as outlined in the awarded contract.

Cooperative Membership and Procurement

The USDA allows for “Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services.

Goodwater Montessori School may participate in a purchasing cooperative when it is determined to be in the best interest of the Charter. As a governmental agency, Goodwater Montessori School has the option to legally join a “governmental agency or Education Service Center (ESC) agency” purchasing cooperative through an Interlocal or Inter Agency Agreement.

If determined in the best interest to join an ESC Agency cooperative, Goodwater Montessori School will request a copy of the Interlocal or Inter Agency Agreement and complete and submit to the appropriate contact of the co-op. Goodwater Montessori School will do the following once membership in the cooperative has been confirmed:

1. Provide product estimated quantities planned for purchase for each bid selected.
2. Review that all procurement documents and cooperative processes have been conducted in accordance with applicable Federal, State and local regulations.
3. Will confirm that their addition to any contract selected does not create a material change as outlined in the contract per 2 CFE 200.318[e] that states a material change occurs when the change in scope of the contract is significant enough that potential bidders might have bid differently had they been award of the impacts from adding additional agencies.
4. Request access to all documentation related to the contract for compliance with records retention requirement to include but not limited to:
 - a. Solicitation
 - b. Verification of Published Advertisement
 - c. Contract Terms and Conditions
 - d. Evaluation Criteria, if any
 - e. Responses
 - f. Notification of Awarded vendor(s)
 - g. Documentation of any extensions or Amendments
 - h. Recall Procedures

Unnecessary or Duplication of Goods/Services

Goodwater Montessori School will avoid acquisition of unnecessary or duplicative items/services. Purchases will be justified using the following criteria:

1. Purchaser will determine if there are like items in the Charter that may not be in use and consider transferring item before determining if purchase is necessary
2. The item is being considered for menus or is needed to serve, prepare, receive, transport or store an item on the menu
3. The item is replacing an obsolete, broken, damaged or outdated piece of equipment

Recalls

Goodwater Montessori School will use the following procedures in regard to products that have been recalled, or are discovered to be defective or faulty:

1. The CN Director will register for email notifications of recalled products through USDA Food Safety and Inspection Service (usfsis@public.govdelivery.com) and/or recalls.gov or any other viable resource in regard to food and product safety and recalls
2. Vendors' Recall procedures will be requested with every Small Purchase, IFB and RFP procurement method used
3. Any notices or alerts from awarded vendors or distributors in regard to a recalled product will be handled immediately, following all instructions from the vendor or distributor in regard to the handling of the recalled product
4. Actions may include but not be limited to:
 - a. Disposal of all affected product
 - b. Photos of products affected, documentation of case lot numbers, distributor codes or any other pertinent information as documentation of product origin
 - c. Removal of affected product to a safe area to be picked up by the vendor or distributor
 - d. Credits issued for all affected product that could not be used

Sponsors are encouraged to verify State Agency and USDA requirements to ensure compliance.

Appendix 1

Buy American Provision to be included in all solicitations and contracts:

In compliance with the “Buy American” provision of the (NSLA) only products substantially produced in the United States will be accepted. Substantially produced is defined as being greater than 51% of the final processed product consists of agricultural commodities that were grown domestically. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d). Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of _5_ day (s) in advance of delivery. The request must include the: a) Alternative substitute(s) that are domestic and meet the required specifications: i) Price of the domestic food alternative substitute(s); and ii) Availability of the domestic alternative substitute(s) in relation to the quantity ordered. b) Reason for exception: limited/lack of availability or price (include price): iii) Price of the domestic food product; and iv) price of the non-domestic product that meets the required specification of the domestic product.

Sponsors are encouraged to verify State Agency and USDA requirements to ensure compliance.

***Federal Regulations and local requirements are regularly updated and modified it is the CE’s responsibility to stay informed of these changes and to modify its procedures and policies as necessary.**

Goodwater Montessori School – Child Nutrition Food Service Department

Bad Debt Policy

Adopted May 25, 2021

It is our intent that children not go hungry. If a Goodwater student has not pre-ordered a meal through My Meal Order, they will be provided a meal; however, a debt is created that the parent/guardian becomes responsible for paying promptly.

If payment is not promptly received debt collection procedures will be initiated.

The Child Nutrition office will send a Parent Letter to every household to communicate the Charging Policy at the beginning of the school year. The Charging Policy will be posted on the Child Nutrition Services webpage.

The campus Child Nutrition Manager will send Negative Balance notices weekly to students who have negative balances. The campus Child Nutrition Manager will make phone contact with parents weekly if negative balances are not being paid.

If a student leaves and/or graduates, the Child Nutrition Office will contact home to notify if there is a remaining positive balance. Students on the reduced meal program must be provided a refund if the student is not returning to Goodwater Montessori School. The Child Nutrition Office can encourage households with excess funds to donate their remaining positive balance to help pay off unpaid meal charges with their permission. The Child Nutrition Office will work with families to develop a payment plan if necessary to pay back the unpaid meal charges.

The Child Nutrition Office will continue to make efforts to collect unpaid meal charges once a school year ends to be considered delinquent debt. Any unpaid meal charges that are uncollected will be considered bad debt and must be written off through other means than the Child Nutrition funds.

Unpaid meal charges can be paid by:

- Community donations
- Individual & anonymous donations without overtly identifying students
- Local district activity funds

Recording Keeping:

The Child Nutrition Office in conjunction with the Charter Business Office will keep records of efforts made to communicate the Charging Policy to all households. The campus Child Nutrition Manager will maintain records of efforts made to contact parents. The Child Nutrition Office and the Charter Business Office will maintain the following records if delinquent debt or bad debt occurs:

- Communication made to households about meal charges
- Records to show student meal charges of delinquent debt
- Records to show student/campus meal charges of bad debt
- Evidence to show NSFSA (Non-School Food Service Account) funds were used to write off bad debt.

Goodwater Montessori School

2021-2022 School Calendar

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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September 2021						
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October 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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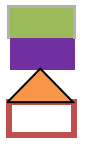
March 2022						
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April 2022						
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May 2022						
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June 2022						
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July 2022						
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31						



School Closed
 Weather Day/School Closed
 Parent Teacher Conferences
 6 Weeks



EP Employee Planning (no school for students)
 STAAR testing dates
 First and Last Day of School
 9 Weeks

167 Number of Student Days
 183 Number of Staff Days
 450 Minutes per day 7:50 am - 3:20 pm
 77250 Total Minutes including 2100 PD waiver

Aug 3-16	Planning/Development Days
Aug 17	First Day of School for students
Sep 6	Labor Day - Closed
Sep 20	Planning/Development Day
Oct 8	Teacher Conferences - no school
Oct 11-15	Fall Break - no school
Nov 1	Holiday - No School
Nov 22-26	Thanksgiving Break - No School
Dec 20-Jan 2	Winter Break - no school
Jan 3	Planning/Development Day

Jan 17	Holiday - No School
Feb 18	Planning/Development Day
Feb 21	Holiday - No School
Mar 11	Teacher Conferences - no school
Mar 14-18	Spring Break - no school
April 15 & 18	Bad weather makeup days
May 26	Last Day of School for students
May 30	Memorial Day
6 weeks end	9/24, 11/12, 1/14, 2/25, 4/14, 5/26
9 weeks end	10/22, 1/14, 3/25, 5/26



Waivers

2020-2021 Application for Staff Development Minutes Waiver

Waiver ID: 62457

Application Information

Category: Expedited

Creator: Marcy Steward, District Editor

Status: Draft

Creation Date: 5/19/2021

Approving Superintendent:

Assigned To: Marcy Steward

LEA Contact

Full Name: Marcy Steward

Phone: (512) 931-3560

Email: marcy.steward@goodwatermontessori.org

LEA Information

LEA: GOODWATER MONTESSORI SCHOOL (246802)

Address: 710 STADIUM DR, GEORGETOWN, TX 78626-

Phone: (512) 966-5484

Date of LEA Board of Trustees Approval

Date:

Information

Pursuant to Texas Education Code (TEC) §25.081 this waiver allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of:

- 2,100 minutes of student instruction for districts and charter schools that provide operational and instructional minutes; or
- 5 days of student instruction for charter schools that provide 180 days of operation

Requested Years

2020-2021

LEA Attachments (0)

There are no LEA attachments.



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ATTORNEYS AND COUNSELORS FOR TEXAS PUBLIC SCHOOLS AND LOCAL GOVERNMENT

April 23, 2021

Via Email

RE: Contract Approvals by Board

Dear Charter School Leaders,

On May 22, 2020, the Texas Supreme Court issued its decision in *AMEX Properties, Inc. v. El Paso Education Initiative, Inc.*, ___ S.W.3d ___ (Tex. 2020), where a Texas open-enrollment charter school was challenging the validity of a contract that had been negotiated and executed by its superintendent, but had not been specifically approved by the school's governing body. *See attached* Opinion. The Court held that the contract was invalid because it had not been properly executed on behalf of the school, and the Court's analysis turned on its interpretation of the Commissioner's Rules Concerning Open-Enrollment Charter Schools found in Title 19, Chapter 100 of the Texas Administrative Code. *Id.* at pp. 13-15. The Rule focused on by the Supreme Court provides that a board's authority to operate an open-enrollment charter school, including the authority to enter into a contract for the expenditure of state funds, may only be delegated in the form of an amendment to the school's charter that has been approved by the Commissioner of Education. *Id.* (citing 19 Tex. Admin. Code §§ 100.1101, .1033).

The Court's analysis calls into question the validity of any contract that was executed by a charter school's administration as we are not aware of the commissioner ever approving a delegation amendment described in § 100.1101. This is an especially odd result as the vast majority of charter school contracting is done either pursuant to a resolution of the board of directors delegating authority or pursuant to board policy establishing purchasing and procurement processes where the school's administration then executes agreements pursuant to resolution or policy. Clearly, the Supreme Court's decision must be rectified expeditiously as the rule cited by the court also states that if a charter school enters into a contract without the Board's direct authority "[a]ny attempt to do so shall be null and void and of no force or effect and shall constitute abandonment of the contract for charter." We have been working with TEA on either a Rule Change or a non-expansion Charter Amendment.

We also note that the Supreme Court appears to have overlooked other commissioner rules that expressly authorize the Board to adopt policies including § 100.1063(c)(2) which provides: "The governing body of a charter holder **shall adopt and enforce local policies governing the use and application of public property by its employees, agents, contractors, and management**

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.

April 23, 2021

Page 2

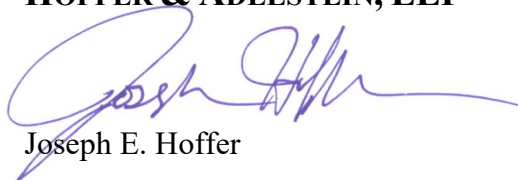
companies. The policies shall prohibit the use or application of public property for any purpose but a program described in the open-enrollment charter....” And 100.1064(c)(4) “The members of the governing body of a charter holder, and the members of the governing body **and officers of a charter school**, shall authorize all uses and applications of the public property under their control, and shall not authorize any use or application **that is inconsistent with the policy required by paragraph (2) of this subsection.**” 19 Tex. Admin. Code §§ 100.1063 (emphasis added). It is clear that the above rule expressly authorizes a charter school board of directors to approve policies that delegate to “officers of a charter school” authorizing use and application of public funds and property, which includes contracting authority.

To clarify and bring certainty to charter school contracting processes, and out of an abundance of caution, we have submitted non-expansion amendment requests seeking the Commissioner’s approval with various \$thresholds for delegation of authority pursuant to board approved policy for purchasing and contracting authority. We believe that this measure is necessary to resolve potential compliance issues arising from a charter school’s payment of state funds pursuant to a contractual obligation that was entered into in accordance with a school’s board-approved purchasing policy or by board resolution, that delegated authority for certain categories and types of purchases and contracting to the administration of the school.

The resolution is attached and you can decide what appropriate thresholds your board currently includes in policy. We recommend smaller charter schools consider \$50K, mid-sized \$100K and larger charters \$250K based on feedback from TEA.

Cordially,

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



Joseph E. Hoffer

**BOARD RESOLUTION FOR
Wilco Montessori Partners**

WHEREAS, the Board desires to modify by amendment, the Open-Enrollment Charter of Goodwater Montessori School; and

WHEREAS, 19 Texas Administrative Code § 100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the commissioner of education ...;” and

WHEREAS, 19 Texas Administrative Code § 100.1033(b)(14) states that a delegation amendment "permits a charter holder to delegate, pursuant to § 100.1101(c)...the powers or duties of the governing body of the charter holder to any other person or entity..." and

WHEREAS, the Board desires to delegate by board approved policy, purchasing and contracting authority as specified in board approved policy; and

WHEREAS, board approved policy limits the threshold of delegation to the following:

- Contracts up to \$50,000 for public works
- Other contracts up to \$50,000
- All budget-included and co-op acquired contracts

and;

WHEREAS, all contracts which have conflicts of interest with an officer of Goodwater Montessori School require Board approval;

NOW, THEREFORE, the Board of Directors of Wilco Montessori Partners, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby ratify and adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT:

- Purchasing and contracting authority shall be delegated according to board approved policy and as specified in board approved policy and limited to:
 - Contracts up to \$50,000 for public works
 - Other contracts up to \$50,00
 - All budget-included and co-op acquired contracts
- All contracts which have conflicts of interest with an officer of Goodwater Montessori School shall require Board approval

[Signature Page Follows]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF WILCO MONTESSORI PARTNERS, ON THE 25th DAY OF MAY, 2021.

Carl Illig, Board President

CERTIFICATION

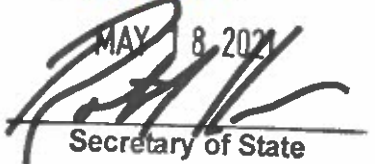
The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on May 25, 2021, which Resolution is in full force and effect and has not been revoked or amended.

Mary Evelyn Bowling, Board Secretary



GOVERNOR GREG ABBOTT

May 18, 2021

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
12:15 PM
MAY 8 2021

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-36 relating to the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

A large, stylized blue ink signature of Gregory S. Davidson.

Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
May 18, 2021

EXECUTIVE ORDER GA 36

Relating to the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster.

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, I issued Executive Order GA-34 on March 2, 2021, to open Texas 100 percent and remove face-covering requirements; and

WHEREAS, since then, COVID-19 hospitalizations and the rate of new COVID-19 cases have continued their steady decline; and

WHEREAS, Executive Order GA-34 specifically provides that “no person may be required by any jurisdiction to wear or to mandate the wearing of a face covering,” and, notwithstanding that order, some local governmental entities have caused confusion by nonetheless purporting to require face coverings; and

WHEREAS, Executive Order GA-34 also provides that “there are no COVID-19-related operating limits for any business or other establishment,” that any “conflicting order issued by local officials in response to the COVID-19 disaster” is superseded, and that all relevant statutes are suspended to the extent necessary to preclude inconsistent local orders; and

WHEREAS, to further ensure statewide uniformity, and based on the continued improvement of conditions in Texas, revised standards are appropriate to achieve the least restrictive means of combatting COVID-19; and

WHEREAS, in the Texas Disaster Act of 1975, the legislature charged the governor with the responsibility “for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and expressly granted the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the “governor may issue executive orders ... hav[ing] the force and effect of law;” and

WHEREAS, under Section 418.016(a), the “governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;” and

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WHEREAS, under Section 418.018(c), the “governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;” and

WHEREAS, under Section 418.173, the legislature authorized as “an offense,” punishable by a fine up to \$1,000, any “failure to comply with the [state emergency management plan] or with a rule, order, or ordinance adopted under the plan;”

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective immediately:

1. No governmental entity, including a county, city, school district, and public health authority, and no governmental official may require any person to wear a face covering or to mandate that another person wear a face covering; provided, however, that:
 - a. state supported living centers, government-owned hospitals, and government-operated hospitals may continue to use appropriate policies regarding the wearing of face coverings; and
 - b. the Texas Department of Criminal Justice, the Texas Juvenile Justice Department, and any county and municipal jails acting consistent with guidance by the Texas Commission on Jail Standards may continue to use appropriate policies regarding the wearing of face coverings.
2. Notwithstanding the above, public schools may continue to follow policies regarding the wearing of face coverings to the extent reflected in current guidance by the Texas Education Agency, until June 4, 2021. The Texas Education Agency shall revise its guidance such that, effective 11:59 p.m. on June 4, 2021, no student, teacher, parent, or other staff member or visitor may be required to wear a face covering.
3. This executive order shall supersede any face-covering requirement imposed by any local governmental entity or official, except as explicitly provided in paragraph numbers 1-2. To the extent necessary to ensure that local governmental entities or officials do not impose any such face-covering requirements, I hereby suspend the following:
 - a. Sections 418.1015(b) and 418.108 of the Texas Government Code;
 - b. Chapter 81, Subchapter E of the Texas Health and Safety Code;
 - c. Chapters 121, 122, and 341 of the Texas Health and Safety Code;
 - d. Chapter 54 of the Texas Local Government Code; and
 - e. any other statute invoked by any local governmental entity or official in support of a face-covering requirement.

Pursuant to the legislature’s command in Section 418.173 of the Texas Government Code and the State’s emergency management plan, the imposition of any such face-covering requirement by a local governmental entity or official constitutes a “failure to comply with” this executive order that is subject to a fine up to \$1,000, beginning at 11:59 p.m. on May 21, 2021.

4. Under Executive Order GA-34, business activities and legal proceedings are free to proceed without COVID-19-related limitations imposed by local governmental entities or officials, in all counties not in an area of high hospitalizations as defined in that executive order. Executive Order GA-34 also superseded any conflicting local order in response to the COVID-19 disaster, and directed that all relevant laws

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MAY 18 2021

are suspended to the extent necessary to preclude any such inconsistent local orders. Pursuant to the legislature's command in Section 418.173 of the Texas Government Code and the State's emergency management plan, the imposition of any conflicting or inconsistent limitation by a local governmental entity or official constitutes a "failure to comply with" this executive order that is subject to a fine up to \$1,000, beginning at 11:59 p.m. on May 21, 2021.

This executive order supersedes subparagraph numbers 1(b) and 2(c)(iii) of Executive Order GA-34, but does not otherwise supersede Executive Orders GA-10, GA-13, GA-34, or GA-35. This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the 18th
day of May, 2021.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS
Secretary of State

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SECRETARY OF STATE
12:15pm O'CLOCK

MAY 18 2021