TOWN OF WESTLAKE

WESTLAKE ACADEMY CHARTER

INTRODUCTION

In 2003, the Town of Westlake was granted an open-enrollment charter (the "Charter") by the Texas Education Agency ("TEA") to operate Westlake Academy Charter School, a Texas public school. Subsequently, the Town of Westlake's open-enrollment charter was renewed by TEA in 2007 and again in 2016 for a ten-year term.

School operations are governed by applicable federal and state law, rules adopted by the Texas Commissioner of Education for open-enrollment charter schools, local policies adopted by the charter holder, and the Charter contract. The contract between the Town of Westlake, as the Charter Holder, and TEA recognizes that the terms of the Charter are comprised from numerous sources that accumulate over time and include the following: the original Charter contract and subsequent renewals; applicable law or Administrative rule in effect, amended, enacted, or adopted during the term of the contract; the original Charter Application and subsequent renewal applications; any condition, amendment, modification, revision, or other change to the Charter adopted or ratified by the authorizing entity, including revisions based on contingency responses; and all statements, assurances, commitments, and representations by the Charter Holder in the original Charter Application and Renewal Application, attachments or related documents, to the extent consistent with the other aforementioned terms.

There is no single document that exclusively describes the requirements for the operation of Westlake Academy Charter School. The following documents represent a historical collection of information submitted, revised, amended and/or approved by TEA for the operation of Westlake Academy Charter School. To the extent these documents include inconsistent or differing information, the most recent adopted and/or approved document controls. Over time, earlier documents or provisions may be superseded by amendments required or approved by TEA. Local policy, procedures and operations must be consistent with the most current Charter terms approved by TEA.

Therefore, the information contained in the Charter document should not be taken out of context or reviewed as the sole source of direction from or authority granted by TEA to the Town of Westlake (as the Charter holder). Information may have changed or been updated as a result of each renewal, as the laws are amended through the legislative process, and new directives are given to Charter schools from the Texas Education Agency.

WESTLAKE ACADEMY CHARTER DOCUMENTS

TAB	DOCUMENT
1	Original Application for Open-Enrollment Charter School (7th Generation)
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3	Notice of Interview with State Board of Education Planning Committee
4	Statements of Impact Submitted to TEA by School Districts
5	Letters of Support & Media re Charter School Application
6	TEA Application Review & Contingencies
7	July 2001 - State Board of Education Approval for Westlake Academy
8	General Application of Assurances for Federal Programs
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Westlake Academy

ORIGINAL
APPLICATION

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Westlake Academy

ORIGINAL
APPLICATION

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Application for an Open-Enrollment Charter School - Seventh Generation
Coversheet, page 1 of 2

Type: (check Only One)	
Open Enrollment	X
"75% Rule"	

Date of Submission:
Thursday, February 15, 2001
5:00 P.M. Central Time

Name of Proposed School: Westlake Academy

Maximum Grade Levels to be served: K - 12

Estimated 1st Year Enrollment : 400 **Max Enrollment:** 800

Name of Sponsoring Entity: The Town of Westlake, Texas

Check one:	
_____	501(c)(3) nonprofit organization
__X__	Governmental Entity
_____	College or University

SBOE District: Region 11
ESC: Region 11
Opening Date: Fall, 2002

Chairperson of Board of Sponsoring Entity: Mr. Scott Bradley

Chief Executive Officer of Sponsoring Entity: Mr. Scott Bradley

Chief Executive Officer of School: Mr. Trent Petty

Applicant Mailing Address: 3 Village Circle, Suite 207 - Westlake, TX. 76262

Physical Address of Proposed Administrative Offices (if different from above):
SAME

Contact Phone # 817-430-0941 **Fax #** 817-430-1812

Contact Email Address: [redacted]

List below the physical address of the main school campus and any proposed satellite campus:
Main Campus To be announced upon receipt of charter

Satellite Campus Not applicable
If necessary, attach additional satellite information.
Will the school require all teachers to be certified? **No**
Will the school require that all teachers be degreed with at least a bachelor's degree? **No**
Will the school allow an individual to serve as a paid employee of the school as well as member of the governing board? **No**
Will the school allow members of the same family to serve on the governing board? **No, as a public entity, this would be illegal.**
Will the school require the business manager to be certified? **No, the Board will use discretion in the cross utilization of personnel.**

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Will the school require the accounting and/or business office personnel to be degreed with at least a bachelor's degree? **No, the Board will exercise discretion in the cross utilization of employees.**

Application for an Open-Enrollment Charter School - Seventh Generation
Coversheet, page 2 of 2

Has any member of the governing board or any professional person to be employed by the school-

___No_____ Been convicted of a felony?
___No_____ Been convicted of a misdemeanor?
___Yes_____ Been involved in bankruptcy?

If YES to any of these three areas, the applicant must give full disclosure and list all instances completely as required in other portions of the application.

State law forbids someone convicted of a felony or misdemeanor involving moral turpitude from serving as an officer or member of the governing body of an open-enrollment charter school.

Has the sponsoring entity been involved in

__Yes___ Litigation? ____No____ Sanctions from any state regulatory agency?

If YES, explain completely as required in other portions of the application.

If the sponsoring entity already holds charters, have these charters been timely and accurate in reporting

___N/A____ PEIMS information? ____N/A___ annual audit?

___N/A____ participating in required annual evaluation?

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

Tom Bradley, Mayor FEBRUARY 12, 2001 **(BLUE INK)**
Signature of Chief Executive Officer Of Sponsoring Entity/Date

John C. Brooks-Dres Millennium Education Consulting Group LLC **(BLUE INK)**
Signature of Application Preparer Was this person paid? Yes __x__ No _____

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I. Evidence of Eligibility of Sponsoring Entity

G. Statement describing sponsoring entity

The town of Westlake was founded in 1956 by a handful of oilmen and ranchers in order to protect themselves from encroachment by the MidCities. In 1992 the Town adopted a comprehensive plan providing for future office campuses, limited retail, and residential uses compatible with the preservation of the rural atmosphere.

Westlake is home to Solana, which was designed by world famous Mexican architect Ricardo Legoretto. It is an environmentally sensitive development of the type contemplated by the Westlake plan. Hundreds of acres of native trees and wildflowers have been preserved for the enjoyment of residents and visitors.

Major tenants in Solana include IBM Corporation, Marriott Hotel, Mercedes Benz Credit Corporation, Wells Fargo and Prime Co. Solana also offers these tenants and surrounding communities a full-service health and fitness club, an education center and a child development center.

The 1993 purchase of the 2,000 acre Circle T Ranch by Alliance Development Company is expected to contribute to Westlake's future as a village where commercial, retail and residential uses enhance rather than destroy the natural beauty of the landscape.

As a governmental entity, the Town of Westlake found that it was in the public interest that a non-profit corporation, the Westlake Academy Corporation, be created under the Texas Non-Profit Corporation Act to act on behalf of the Town as it duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities.
In lieu of 501 c 3 status, see **Attachment #1** for the instrumentality resolution.

H. Articles of Incorporation of sponsoring entity

For a copy of the Articles of Incorporation of the sponsoring entity, see the Town of Westlake, see **Attachment #2.**

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I. Bylaws of sponsoring entity

As a governmental entity, Westlake does not have Bylaws; however, the Bylaws for Westlake Academy Corporation, the instrumentality is included in **Attachment #3.**

J. Biographical Affidavits for each member of the governing Board of the sponsoring entity

For biographical affidavits for each member of the Governing Board of the Town of Westlake, see **Attachment #4.**

K. History of sponsoring entity

1. Financial history of the entity

The town of Westlake is debt free, and consequently has unfettered bonding capacity. Because of the Town's exercise of fiscal discipline, there has not yet been need to assess an *ad valorem* tax or to issue any debt instrument. However, it may become necessary to finance capital improvements that would be leased by the Westlake Academy.

2. Credit report

As a governmental entity, the Town of Westlake does not have a credit report. Therefore **Attachment #5** is not applicable.

3. Most recent IRS filing

As a governmental entity, the Town of Westlake does not file with the Internal Revenue Service; therefore, **Attachment #6** is not applicable.

4. Disclosure of any liens

As a governmental entity, the Town of Westlake does not have any liens.

5. Litigation History

About 1982, a developer whose request for a zoning change was denied sued the Town. The suit, filed in a district court in Tarrant County, alleged that the Town had not been validly incorporated.

The judgment found as a matter of law and fact that the Town had been duly and validly incorporated in 1956.

About 1992, the trustee of the Bankruptcy Estate of Nelson Bunker Hunt sued the Town alleging conspiracy by the Town, its mayor and its aldermen to deny his alleged right to obtain zoning changes to his liking. The Town, the mayor and the aldermen won all aspects of the lawsuit except for minor relief granted to the trustee.

In 1997, Ross Perot, Jr.'s Hillwood Development Company initiated a scheme to dismantle the Town. Several lawsuits involving the Town, its mayor, its aldermen, its officers and several residents ensued in which, depending on the form; these parties became plaintiff, defendant or cross plaintiffs. All of the lawsuits were resolved or settled in favor of the Town, its mayor, the aldermen, the Town's officers and the residents. The litigation culminated in a landmark 9-0 decision by the Texas Supreme Court upholding the Town's position.

As a town, Westlake is routinely involved in litigation of civil matters including code of ordinance violations, land disputes and any other matter typical of municipal regulatory objection.

6. Sanctions from any state regulatory agency

There are no sanctions from any state regulatory agency.

II. Governance of the Sponsoring Entity

A. Profile of the Founding Board and/or Initial Incorporators of the sponsoring entity.

The Town of Westlake is a governmental entity; thus, this is not *applicable*.

B. Describe the organizing group of initial incorporators who are working together to apply for a charter, including the names of the organizer, their backgrounds and experiences, and three references for each.

A group of interested individuals who serve as Aldermen for the Town of Westlake have envisioned for some time having a school in their community. This focus has resulted in the development of an open enrollment charter school in Westlake, Texas.

The background and experience of each of the Aldermen is reflected in the Biographical Affidavits, (See Attachment #4).

Scott Bradley
Fred Held
Don Redding
Larry Sparrow
Buddy Brown
Bill Frey

The following individuals will serve as references for each of the Board members:

Honorable Vicki Truitt
State Representative
P.O. Box 2910
Austin, TX 78768

Commissioner James P. Carter
Courthouse on the Square
110 West Hickory
Denton, TX 76201

Wanda Haskins
[redacted]

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C. Describe what role each person will play and why he/she has chosen to support the application.

Each and every member of the organizing groups of initial incorporators has performed essential roles and duties in the planning and organizing of the proposed charter school. These roles, although not limited to, have ranged from visionary leadership to guidance and direction in the early stages of planning the school to advocacy for the success of the new school.

D. Describe the following as pertains to the sponsoring entity:

1. The officer positions designated

Mayor
The responsibilities of the Mayor of the governing Board are all inclusive. The Mayor leads the members of the Board in setting policy for the operations of the Town of Westlake. The Mayor conducts Board meetings so that all parties involved are given a fair opportunity to present their concerns.

Mayor Pro-Tem
The duties and responsibilities are prescribed such that in the absence of the Mayor, the Mayor Pro Tem of the Board shall perform all duties of the Mayor.

Secretary of the Board of Aldermen
The Secretary of the Board shall see that all notices are duly given as required by law. The Secretary shall act as custodian of the minutes of the meetings, its Corporate Record Book, and any other records. In general, the Secretary will perform all duties incidental to the office of Secretary, and other duties such that may be required by the Board.

2. The manner in which officers are selected and removed from office

Each office shall be appointed by the Board for a term of two years and shall continue to serve until his/her successor is appointed and assumes office. Each officer is subject to removal from office (with or without cause) at any time by the vote of a two-thirds majority of the Directors in office. A vacancy in any office shall be filled in the same manner as the original appointment for the unexpired term thereof.

3. **The manner in which members of the governing body are selected and removed from office**

   The Board of Aldermen consists of six (6) members elected to two (2) year terms. They are removed from office during the election process.

4. **The manner in which vacancies on the governing board are filled**

   Depending on the timeline of the vacancy a special election may be called.

5. **The term for which members of the governing body serve**

   Aldermen are elected to serve a two-year term.

6. **Whether the terms are to be staggered**

   The terms are staggered with three aldermen being elected in one year and the other three aldermen positions being elected the following year.

E. **Include any plans for further recruitment of founders or organizers of the school.**

The Board will actively investigate the possibility of bringing additional individuals to the Board. Specific individuals with a working knowledge of charter schools and educational law will be considered as well as those individuals with strong community ties.

Additionally, plans will be implemented for an Advisory Board, non-voting members, which will consist of Westlake Academy employees, students, and volunteers, representing the diverse community of the school. The following committees will be staffed:

- Admissions and Community Relations
- Compliance and Evaluation
- Curriculum
- Finance and Fundraising
- Marketing
- Personnel

F. Explain the manner in which the charter school will conduct textbook selection.

Three employees of Westlake Academy will be designated as Textbook Coordinators, one in elementary school, one in middle school, and one in high school. These individuals will chair the respective textbook committees, comprised of faculty, parent, and community representatives. The Director and Principal will serve as advisory members of each committee.

The books will be on review for a ten-day period for parent viewing prior to presentation to the Board. The committees will make their recommendations to the Board at its regularly scheduled February meeting. The public may make comments on textbooks under consideration at this meeting.

Research indicates that more challenging books – those that are written at or just above the student's level – lead to better reading achievement. Reading expert Jeanne S. Chall has found that students who use more demanding textbooks tend to score higher on their college entrance exams. Furthermore, books used in the first few years of school seem to make the greatest difference. With this research in mind, the textbook committee will focus on challenging books for all students.

G. School Management Board (if different from sponsoring entity Board)

The officer positions designated for the Westlake Academy Corporation are:

President

The president shall preside at all meetings of the Board. The president is the chief executive officer of the Corporation and, subject to the control of the Board, shall have general charge and supervision of the management of the affairs of the Corporation. The president shall cause all orders and resolutions of the Board to be put into effect. The president shall sign and execute all legal documents and instruments in the name of the Corporation when authorized to do so by the Board, except when the signing and execution thereof is delegated by the Board to some other officer or to an agent of the Corporation.

The responsibilities of the President of the governing Board of the charter school are all inclusive. The President is responsible to the state and the parents for the safety and well being of all students and employees of the school. The President leads the members of

the Board in setting policy for the operation of the school and with the assistance of the Executive Director, sets the monthly board meeting agenda. The President conducts Board meetings so that all parties involved in the school are given a fair opportunity to present their concerns.

Vice-President

The Vice-President shall, in the event of the absence or disability of the President; discharge the powers and duties of the President, and the Vice-President shall perform such additional duties as may be assigned from time to time by the Board.

Secretary

The Secretary of the Board shall see that all notices are duly given as required by law. The Secretary shall act as custodian of the minutes of the meetings, its Corporate Record Book, and any other records. In general, the Secretary will perform all duties incidental to the office of Secretary, and other duties such that may be required by the Board.

III. Community Support

A. Provide information on the manner in which community groups are involved in the charter school planning process.

After the Westlake Aldermen meeting on December 11, letters were sent to individuals who expressed an interest in being actively involved in the charter school process. Additionally, a web page, designed to provide information to interested individuals, is available for concerned citizens to notify the founding fathers of their willingness to serve on various committees.

After being publicized in local newspapers, an organizing committee meeting was held on January 9, 2001. During this meeting subcommittees were established to assist in the charter school planning process. The established committees were:

Curriculum
Facilities
Parent Volunteer
Publicity
Technology

Individuals volunteered to chair each of these committees and these individuals, in turn, solicited members to serve on their respective committees. Committee meetings will be arranged and scheduled by the Committee chair.

B. Provide copy of publication of notice of the meeting in a newspaper of general distribution in the geographic area, the meeting's registration log, and a synopsis of the public hearing held to discuss the proposed charter school plan. The synopsis must identify presenters, a summary of their comments, and a list of questions from participants with responses provided by the presenters.

For the notice of publication, see **Attachment #7.**

For the registration log, see **Attachment #8.**

For the synopsis of the meeting, see **Attachment #9.**

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C. **Discuss any business arrangements or partnerships with existing schools, educational programs, businesses, or non-profit organizations (include letter from each entity represented). Identify individuals who are affiliated with any of the other organizations AND serve on the school's board. Identify individuals who are affiliated with any of the other organizations AND are employed by the school.**

For resolutions of support between the Town of Westlake and Westlake Academy, see **Attachment #10.**

D. **List five persons who are not directly involved with the school as employees or as board members, who will serve as references for the sponsoring entity. Provide phone numbers, addresses, and nature of experience with the sponsoring entity.**

Name	Address	City, State	Phone	Relationship
Bill Greenwood	40 Wyck Hill Ln.	Westlake, TX 76262	817-379-9696	Resident
Annette Bush	203 Oak Hill	Trophy Club, TX 76262	817-491-1445	Texas Student Housing Board
Dr. Forrest Watson	1009 Adonis Dr.	Keller, TX 76248	817-595-0919	Texas Student Housing Board
Dr. Patsy Sharp	416 Oak Haven	Keller, TX 76248	817-431-3829	Texas Student Housing Board
Worth Blake	244 Oak Hill	Trophy Club, TX 76262	817-491-1445	Texas Student Housing Board

E. **Each applicant must publish a prescribed statement in a newspaper of general distribution in the geographic area proposed for the school. The statement must also be mailed to the city council and commissioner's court with jurisdiction over the geographic area.**

Notice of intent was published in Tuesday, January 30, 2001.
For original notice, see **Attachment #11.**

Since the Town of Westlake is the sponsoring entity, notice was not mailed to the city council with jurisdiction over the geographic area.

Notice to the individual members of the commissioner's court was mailed on Tuesday, January 30, 2001.

For verification of mailing, see **Attachment #12.**

00023

VI. School Demographics

A. What are the school's enrollment projections for the first five years? What is the school's maximum enrollment goal? What grades will be served? How many students are expected to be in each grade or grouping? What will be the maximum class size allowed?

The maximum class size allowed will be 25 students.

The charter school's maximum enrollment goal is 800.

Westlake Academy will open in the Fall 2002 serving grades 1 through 6. Additional grade levels will be added each year.

The projected enrollment for the first five years is reflected in the following chart:

	2202-2203	2003-2004	2004-2005	2005-2006	2006-2007
Kindergarten		60	60	60	60
First	65	65	65	65	65
Second	65	65	65	65	65
Third	65	65	65	65	65
Fourth	65	65	65	65	65
Fifth	65	65	65	65	65
Sixth	65	65	65	65	65
Seventh		65	65	65	65
Eighth			65	65	65
Ninth				65	65
Tenth					65
Eleventh					
Twelfth					
Total	390	515	580	645	710

B. Describe the community or region where the school will be located.

The town of Westlake is a small rural community with an approximate population of 250. The children of the Westlake community are split between three school districts: Northwest ISD, Carroll ISD, and Keller ISD. With the boundaries of the town lying along the fringes of each of the respective school districts, there is no hope of the town ever having a school located in its boundaries. The purposed charter school would provide a keen sense of community and camaraderie among the citizens of Westlake.

C. Why was this location selected? Are there other alternative locations suitable to the needs and focus of the school?

There has been demonstrated a keen desire for a rigorous curriculum school in the area; however, no one has stepped forth. The Town of Westlake has taken the initiative to bring a school of choice, grounded in high academics, to the citizens of the area.

V. Human Resource Information (Reviewed by Agency)

A. Describe your human resources policies governing salaries, contracts, hiring, and dismissal, sick and other leave, and benefits. Provide salary schedules, sample contracts, and copies of policies on other issues.

1. Policy governing salaries

Westlake Academy will hire and maintain high quality staff and teachers/educators by providing salary levels comparable with other school programs with the same type of job responsibility. All new-hire positions, including contractors, will be advertised in the local newspaper and other appropriate media. Job descriptions for each position will be in writing.

Westlake Academy will pay salaries that are at minimum competitive with other public schools. To achieve and maintain salaries that are motivational and equitable, an individual's performance and experience will be considered in the establishment of salaries.

For salary schedules, see **Attachment #13.**

2. Policy governing contracts

All employees of Westlake Academy will maintain "at will" contracts and will be subject to evaluation based on criteria established by the Board of Trustees. All educational staff will be awarded 10 month (207 days) "at will" contracts. The Board will design an appeals process to be followed in case of conflicts concerning employees based on Texas Workforce criteria and the Office of Civil Rights.

3. Policy governing hiring

To provide uniform employment practices throughout the organization and to conform to the Affirmative Action Polices and Equal Employment Opportunity, Westlake Academy will adopt a written pre-employment process and uniformly implement this process in searching for job applicants. Westlake Academy will use both internal and external search mechanisms in the employment process.

Westlake Academy will hire and maintain the appropriate number of employees to insure that students attending the charter school receive maximum educational and social benefits. All program personnel, including teachers/educators, must pass a criminal background check prior to beginning work. A criminal check will be run through the Region Service Center on each applicant hired by the proposed new school. The Region Service Center will also conduct criminal background checks for all school volunteers.

For a sample contract, see **Attachment #14.**

A thorough and complete Faculty/Staff Handbook will be compiled for distribution to all faculty and staff. The handbook will be reviewed during staff initiation. Therefore, **Attachment #15** is not applicable at this time.

B. Administrators

1. Provide a biographical affidavit for each administrator of the school.

Mr. Trent Petty will serve as the Executive Director of Westlake Academy. His biographical affidavit is in **Attachment #16.**

2. Explain the powers and duties of each administrator.

Superintendent's (Executive Director) powers and duties:

- Coordinates a program of instruction that supports the philosophy and goals of the school district
- Displays effective personal leadership attributes and effectively delegates authority and responsibility
- Plans district programs and services to meet identified needs
- Provides for personnel practices that promote high quality staffing and job performance
- Initiates and promotes an effective employee relations program
- Directs the preparation and expenditure of the district's budget within the district's fiscal capabilities
- Anticipates the district's needs for facilities and materials and establishes an effective system for their use
- Oversees a system of student services and student discipline that is effective and equitable
- Promotes positive community relations through effective communication with and involvement of community members
- Seeks opportunities for continued professional growth

- Maintains a positive and productive working relationship with board
- Assists in the development of and effective administration of board policy

Principal's powers and duties:

- Provide input to the Board concerning course and academic offering of the school
- Report of school progress to the Board on a monthly basis
- Supervise the development of needed courses of study, insuring that all developed courses met all course requirements set forth in the Texas Essential Knowledge and Skills
- Assist parents and guardians and other community members in identifying volunteer opportunities
- Responsible for the day-to-day leadership of Westlake Academy
- Supervise all staff
- Implement and maintain school policy
- Ensure that background checks are made for all school volunteers
- Receive suggestions from parents and guardians with respect to school operation and school policy

3. **Who will be the school's Chief Executive Officer?**

   Mr. Trent Petty

4. **Describe the chain of command.**

   For an organizational chart, see **Attachment #17.**

5. **What experience has the proposed CEO had in managing a school and/or business?**

   Mr. Petty, who holds a Master's degree in Public Administration, has 17 years of experience in public sector management, finance and budget. He has past board membership on the Grapevine-Colleyville Education Foundation and served as Fundraising Chairman for the first Grapevine-Colleyville Education Foundation Campaign.

   Additionally, Mr. Petty has served as GCISD financial consultant during the Tax Increment Finance analysis with the City of Grapevine, as well as consulted for Carroll ISD on the same topic in a different TIF.

   Mr. Petty has been Chairman of the Board of Faith Christian School during a time of set up and establishing permanent headmaster

leadership, curriculum stability, enrollment growth and financial milepost planning. In this capacity Mr. Petty has run the board meetings, set the agenda in coordination with the Headmaster and routinely represented the school to parents and city leaders.

6. **What criteria will the founders use to choose the school's academic and financial leaders?**

The founders of Westlake Academy will use the following criteria to choose the school's academic and financial leaders:

Education

All academic staff will possess a minimum of a bachelor's degree. Teachers must be qualified to execute instructional strategies, strategies for student growth and development, strategies for classroom management and organization, strategies for policy implementation, and possess good communication skills.
All financial leaders will possess a bachelor's degree or higher with a major in business administration, finance or accounting.

Experience

All teaching staff will provide evidence of success with experience in the teaching field.
All financial leaders must have a least one year's experience in the field of accounting or finance.

Certification

All teaching staff will be encouraged to seek Texas Teacher Certification during employment if they lack certification upon initial employment.

7. **Provide a complete job description for the CEO, school academic director, financial director and other administrative personnel.**

Job Description
Executive Director / Chief Executive Officer

Reports directly to the Board of Directors

Compensation Range $60,000 - $90,000

The Executive Director will be an equal partner and full participant in the teaching-learning process of the Westlake Academy. In general this individual will facilitate and oversee that implementation, hiring, training, policy development of Westlake Academy.

This individual has the following areas of responsibility and duties:

- Establishes with the faculty the goals and objectives of the instructional program in accordance with school policy and in keeping with the stated philosophy of the school

- Develops with the staff the mission and school plan of action, based on identified vision of the school

- Communicates and promotes high expectations for student performance in an enabling, supportive way; provides proper recognition of excellence and achievement

- Assumes responsibility for overall administration of
  - Staffing
  - Initiation and preparation of budget proposal
  - Applications
  - Grants

- Conducts required
  - Training sessions
  - Agency and program development

- Monitors all agency and program components

- Coordinates and implements work at a professional and independent level

- Assumes the responsibility for formulation and coordination of technical detail and phases of the planning and the operation of all agency programs

- Remains continually cognizant of program and project options as reflected in the monitoring and evaluation reports
- Serves as public relations representative in fostering a cooperative relationship with the community
- Insures and/or prepares required internal/eternal proficiency reports and statistical data within specified time frames

Qualifications

- Doctoral Degree in Education preferred, but Master's Degree is required
- Experience as a school administrator is preferred
- Experience developing, organizing and implementing project goals and objectives
- Ability to form constructive, mutually beneficial working relationship with other service providers and interested parties within the community required
- Ability to problem solve, work independently, and to provide positive leadership to staff and co-workers
- Ability to identify and plan for both short and long range goals
- Ability to provide sound fiscal and personnel management
- Excellent verbal and written communication skills, along with strong interpersonal skills
- Ability to understand and complete component needs and to develop and revise project proposals to best meet component priorities

Job Description
Principal

Reports to the Chief Executive Officer

Compensation Range $50,000 - $80,000

This individual will function uniquely as the facilitator of instruction ensuring that all instructional staff has sufficient training, materials, curriculum, and supports necessary to ensure that the goals and objectives of the school are achieved by the students.

This individual will have the following responsibilities and duties:

- Implement the vision and mission statement of the charter
- Manage the day-to-day affairs of the school focusing on curriculum
- Manage human resources of the school
- Negotiate and make contract recommendations to Executive Director and Staff
- Provide Professional Development in identified areas of need
- Participate with the Executive Director in personnel issues regarding hiring and firing
- Participate with the Executive Director in preparing necessary reports
- Coordinate substitutes, textbooks, and other operations required by the school to provide quality education services
- Assist with student recruitment and retention
- Coordinate with school and community personnel to bring together resources of students

Qualifications:

- Master's Degree in Education preferred, but Bachelor's Degree in Education required
- Experience as a school administrator is preferred

- Ability to problem solve, work independently, and to provide positive leadership to staff and community resources
- Ability to provide sound fiscal and personnel management
- Ability to express ideas effectively and deal with people tactfully
- Ability to demonstrate success in working with diverse groups

Job Description
Business Manager

Compensation Range: $35,000 - $55,000

This individual will have immediate responsibility of the school's accounting practices, the maintenance of its fiscal records, and the preparation of its financial reports.

This individual will have the following responsibilities and duties:

- *Administers and monitors day-to-day activities of the business office*
- Develops and implements accounting policies and procedures
- Setting up and maintaining charts of accounts
- Performs accounts payable, accounts receivable and cost disbursement duties
- Manages the automated accounting system from an operational perspective, including monthly closings, data control, and systems accounting support
- Examines a variety of financial statements for completeness, accuracy, and conformance with established procedure

Qualifications

- BBA in accounting or BA in accounting plus five years of governmental accounting experience.
- Knowledge of fund accounting
- Non-profit experience
- Excellent communication/interpersonal skills
- Ability to exercise discretion
- Capable of working independently

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8. **How will administrative personnel be evaluated?**

All Administrative personnel will be evaluated in accordance with provisions of Subchapter BB issued under the Texas Education Code, §21.354 and §39.054, and the commissioner's recommended or established standards under the Code. Westlake Academy will accept the commissioner's recommendations as its method of evaluation for administrative personnel which includes the following domains:

- Instructional management
- School or organization morale
- School or organization improvement
- Personnel management
- Management of administrative, fiscal and facilities
- Student management
- School or community relations
- Professional growth and development
- Academic excellence indicators and campus performance
- School board relations (for school superintendents only)
- A student performance domain shall be included in the appraisal of the Principal and the Superintendent

9. **What will be the salary range and benefits for administrative staff?**

The actual salaries from within the ranges will be set and a finalized benefit package will be established once the school has received its charter.

Benefits available to all administrative staff include:

- Educators and other staff members will receive the same benefits (i.e., sick days, professional days, etc) as teachers employed by the state in a public school
- All staff members will have a choice about participating in the Teacher Retirement System or an alternative retirement system

B. Faculty and Staff

1. **Include a description of the qualifications to be required for all classroom teachers and staff.**

All teaching staff will possess a minimum of a bachelor's degree and will be encouraged to seek Texas Teacher's Certification during employment. It is anticipated that all teaching staff will be

experts in the field of education and will provide evidence of success in the field of teaching.

Qualifications for non-teaching administrators and staff include possession of the appropriate education and/or certifications and special knowledge and skills in their particular job position. Experience in the field may also be required as necessary.

Job Description
Counselor

Supervised by the Principal

Compensation Range $35,000 - $55,000

This individual will have the following areas of responsibilities and duties:

- Provide guidance to prospective families and students
- Provide guidance to students on education, career, and personal plans
- Coordinate and supervise the compiling and maintenance of reports, records, and other required documents
- Coordinate an effective information and referral process to help students utilize special programs and services
- Assist students in course selection to meet graduation requirements and/or needs
- Communicate with colleges and universities
- Assist in coordination of an at-risk program and Section 504 referrals

Qualifications

- Master's Degree in Counseling preferred, but Bachelor's Degree is required
- Three years work experience in student related counseling
- Excellent communication and organizational skills
- Knowledge of IDEA and 504 requirement to meet individual student's needs
- Previous experience in educational and achievement testing
- Ability to initiate evaluations and reports

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Job Description
Teacher

Supervised by Principal

Compensation Range $35,000 - $55,000

Consideration given to experience and educational level

The teachers will function as an instructional leader in each of their individual classrooms, directing instruction for all students, assessing abilities and strengths, developing goals and learning programs to meet the unique needs of each student and ensuring that parents have access to their children and the classroom.

This individual's areas of responsibilities and duties are:

- Employees appropriate instructional/learning strategies, activities, and materials that accommodate all students' differences, gifts, and talents
- Presents the subject matter according to guidelines established by TEA and Board of Directors
- Demonstrates current knowledge, understanding and skill in teaching strategies and the learning process
- Creates a learning environment conducive to learning
- Provides authentic assessment activities
- Establishes and maintains open lines of communication with students and their parents
- Demonstrates interest and initiative in professional improvements
- Maintains a professional relationship with all colleagues
- Demonstrates behavior that is professional, ethical and responsible
- Maintains accurate and complete records
- Obtains a minimum of 50 hours of in-service, training and meeting hours each year

- Accepts responsibility for extracurricular activities as assigned
- Assists in public relation development of the school
- Attends and participates in all meetings

Qualifications

- TEA State Certified preferred, but graduate of an accredited institution of higher learning required with work experience in related field
- Demonstrates knowledge, understanding, and skill in the subject areas taught
- Sensitivity to the needs of all students
- Ability to problem solve and work independently
- Excellent verbal and written communication skills, along with strong interpersonal skills
- Ability to express ideas effectively and deal with people tactfully
- Possess strong organizational, planning, and facilitation skills
- Capable of showing students how academics is applied to aspect of life

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

A low student/teacher ratio of 1:15 will be maintained at all grade levels.

3. **Identify the proposed faculty and staff if possible.**

With the exception of the position of Superintendent/ Executive Director, all faculty and staff will be new hires and cannot be identified at this time.

4. **Explain the method that will be used to evaluate the faculty and staff.**

The Professional Development and Appraisal System (PDAS), recommended by the Texas Education Commission, will be used to evaluate teachers. The PDAS appraisal framework is considered especially appropriate for teachers because the PDAS criteria acknowledge broad-based tasks that teachers routinely perform that are beyond classroom teaching duties.

Each teacher will be appraised each school year. Domains of the PDAS for teacher evaluation include:

- Active, Successful Student Participation in the Learning Process
- Learner-Centered Instruction
- Evaluation and Feedback on Student Progress
- Management of Student Discipline, Instructional Strategies, Time and Materials
- Professional Communication
- Professional Development
- Compliance with Policies, Operating Procedures and Requirements
- Improvement of Academic Performance of All Students on the Campus

Once the state implements the TexBESS appraisal system, the school administration will utilize this system

Non-teaching, administrative staff members will be evaluated in accordance with provisions of Subchapter BB issued under the Texas Education Code, §21.345 and §39.054, and the

commissioner's recommended or established standards under the Code.

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

One of the most important goals of administering the charter school will be to provide leadership and support for the instructional staff. The administration will value and encourage staff collaboration and professional development, and provide opportunities for teachers to assume leadership roles.

The leadership style will be conducive for the inclusion of every one in the shared decision-making process, the empowerment of teachers and administrators for the accountability of learning, and the facilitation of all aspects of governing the school.

Job Description
Registrar

Supervised by Principal

Compensation Range $30,000 - $45,000

Consideration given for experience and educational level

This individual will have the following responsibilities:

- Enters student enrollment data into database system
- Maintains student cumulative files
- Verifies student enrollment forms and documents, recognizes discrepancies and takes corrective action
- Collects data/records required to maintain system support
- Updates students cumulative folders with new information
- Processes graduation documents and transcripts
- Assists counselor

Qualifications

- Experience equivalent to two years as Registrar or other duties related to:
  Data controller
  Attendance secretary
  Record keeper/secretary
- Familiar with Windows 98/ Microsoft Word and Excel
- Ability to work with and without supervision
- Able to handle multiple tasks
- Detail oriented with strong organizational skills

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Job Description
PEIMS Clerk

Reports directly to the Executive Director

Compensation Range $25,000 - $30,000

This individual will have the following responsibilities and duties:

- Attends training for PEIMS
- Responsible for data entry of all PEIMS information
- Responsible for reports and analysis of PEIMS information
- Works with CPA auditing PEIMS information and provides all data need to properly audit information
- Handles all tasks associated with PEIMS as they are identified
- Collects data and enters all information for new and existing students

Qualifications

- Bachelor's degree preferred, but High School diploma required
- Minimum two years experience involving data entry work, preferably with PEIMS
- Two years experience in non-profit organization or knowledgeable of non-profit organization
- Ability to problem solve and work independently
- Type at least 40 wpm

00043

D. Code of Conduct

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

Westlake Academy's goal is to ensure that all students have a safe, nurturing and challenging environment in which to learn and grow. Additionally, the rules are so designed to incorporate the entire learning team – student, caregiver, and faculty – in the process of teaching appropriate school-related behaviors.

Westlake Academy will use a commendation/infraction based system. Instead of only documenting inappropriate behavior, Westlake Academy will reward and reinforce appropriate behavior on a regular basis. Positive reinforcement will not be limited to academic, but will also include appropriate life skills such as flexibility, cooperation, and respect for others.

Westlake Academy believes discipline is another opportunity to teach children what they need to know and practice in order to live happy, productive lives. The infraction-based discipline system is based on this value.

Teaching interactions regarding inappropriate behavior will center upon providing students with many opportunities to correct their behavior escalating consequences when they do not, and incorporating the students' families throughout the process.

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

Westlake Academy will use an infraction based discipline system. This discipline system's aim is to stop inappropriate behavior prior to student expulsion or suspension by modeling, teaching and reteaching appropriate behavior.

The school's policies will be disseminated to all students and parents regarding offensives that qualify for immediate expulsion. Due process requirements will be satisfied by including families throughout the process by providing documentation and by the availability of informal and formal appeals procedures.

Dangerous, threatening, and other extreme behavior can lead to immediate suspension or expulsion.

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

Westlake Academy's philosophy will be to provide students with a safe, supportive, and challenging environment so that students will have a strong desire to come to school on a daily basis. Westlake Academy's mandatory attendance policy will be incorporated into the student's code of conduct and will further the mission of the school.

Regular and punctual attendance is unequivocally the single greatest factor in school success. Compulsory attendance now applies to all students who are less than 18 years of age (TEC 25.085). The law requires a student to attend public school until the student's 18th birthday, unless the student is exempt from attendance under Section 25.086.

Westlake Academy will utilize a system that tracks excused and unexcused absences. If a student is absent due to illness, a parent must call the attendance office between the hours of 8:45 A.M. and 9:30 A.M. Additionally, a note, which includes the student's full names, date(s) of absence, a daytime phone number for verification and a brief statement giving the reason for the absence, must be submitted within 48 hours to the attendance clerk. Once a student has missed five school days, a note to verify illness must be provided by a certified physician. Appeals to this policy can be made to the attendance committee.

Absences are considered excused for the following reasons:

- Illness
- Family illness – immediate family only, subject to approval
- Death in the family
- Religious holiday – must have prior school approval
- Doctor's appointment – must provide doctor's note

Unexcused absences can be due to numerous reasons. The following are some examples of unexcused absences:

- Vacation
- Babysitting
- Oversleeping
- Car trouble
- Traffic delays

00045

Regardless of the nature of the absence, the student must make up his or her work. Points will be deducted due to unexcused absences. A student has one day for each day missed to complete and turn in make-up work.

Westlake Academy's philosophy, mission and student code of conduct are based upon the belief that education of young people is solidified by the relationship they develop with school personnel and their classmates. Whether the student is learning a new academic skill or acquiring improved social skills, regular attendance is essential.

VI. Business Plan (Reviewed by Agency)

A. Financial Management

1. **Describe sources and projected amounts of start-up funding.**

2. **Provide supporting letters of credit and documentation verifying private sources of funds. (Include as ATTACHMENT #18)**

   For resolutions from the Town of Westlake, see **Attachment # 18.**

3. **Develop a preliminary startup budget, covering only the planning and capital expenses necessary before school opening (Attachment 19). Present a three (3)-year budget (Attachment 20) covering all projected sources of revenue, both public and private, and planned expenses** (BUDGETS MUST BE COMPLETED ON STATE-PROVIDED TEMPLATE IN APPENDIX VI and found at http://www.tea.state.tx.us./school.finance/audit/budgetcs.xls.) **NOTE: The estimate of State Aid (ESA) for budget purposes should be based on Average Daily Attendance (ADA). ADA is equal to average daily enrollment multiplied by the percent of attendance. ESA=ADA X $4000. A realistic estimate for rate of attendance for at risk students would be 85%.**

   For the preliminary startup budget, see **Attachment #19.**

   For the three-year budget, see **Attachment #20.**

4. **Present a three-year cash flow projection (Attachment 21) showing monthly cash in flows from all sources by month, including loans and all monthly cash outgoes for all purposes, including loans. Discuss the school's projected revenues and expenditures identified in the cash-flow projection.**

   For the three-year cash flow, see **Attachment #21.**

5. **Discuss any fundraising efforts to generate capital or to supplement the per pupil allocations (ADA) that are planned.**

   A yearly capital fundraising campaign will be conducted in association with the Parent Teacher Organization/Booster Club fundraising activities.

The mission for fundraising at Westlake Academy will promote internal and external constituencies and create a climate with external constituencies that will generate maximum financial support for the new school. The development function at the school will be organized as follows to better fulfill its mission:

- Special Events
- Grant Writing

Through a comprehensive process of identification, solicitation and stewardship, the development staff will secure financial support for the proposed school's programs and provide opportunities for involvement with the school's overall leadership, programs, fundraising activities and special events.

Under no circumstances will children ever be asked to participate in door-to-door fundraising activities. All Federal, state, and local laws and regulation regarding fundraising will be followed.

6. **Discuss the ways that the school will address anticipated growth in the areas of personnel, facility and equipment expenditures.**

Increase in enrollment, up to 800 students, will drive the growth in expenses related to personnel, facility and equipment. Allowable related expenditures will be guided by the per pupil funding rate.

At any appropriate time, additional funding can be obtained through cooperate and private fundraising, or even the letting of bonds.

7. **Provide a copy of the current and/or proposed business procedures handbook (Attachment 22) the school will be using, describe the policies, procedures, and forms for the daily business operation.**

For a copy of the proposed business procedures handbook, see **Attachment #22**.

8. **Discuss the way that the school will address any unanticipated expenditures or loss of revenue and any negative net asset balances.**

As demonstrated in the proposed three year budget fiscal responsibility is demonstrated in a surplus of $39,435 is projected for the first year, a surplus of $86,903 (cumulative $126,338) is projected for the second year, and a surplus of $51,870 (cumulative

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00049

$178,208) is projected for the third year. This fund balance allows for any fiscal exigency.

9. **Provide a copy of the current or proposed monthly budget status report (Attachment 23) to the Board of Directors that will be used.**

For the proposed monthly budget status report, see **Attachment #23.**

10. **Describe the financial accounting and payroll accounting system to be used and the system's capacity to use the state mandated financial accounting system in the Public Education Information Management System (PEIMS).**

Westlake Academy is investigating a plan proposed by the Region Service Center, which requires an initial outlay of approximately $5,000.00, to purchase and set-up compatible software that has the capacity to use the state adopted financial accounting system in PEIMS. Additionally, this system will effectively allow the Service Center to manage the financial accounting and payroll accounting system of Westlake Academy.

Another viable option is that many accounting duties will be performed by a clerk shared with the Town of Westlake.

Westlake Academy will follow the required delivery schedule and record format in accordance to the Region Service Center specification. All records will be stored in a secured environment to insure confidentiality of records and files.

B. **Facility Management**

1. **Description of and address for the physical facility.**

Due to the sensitivity of negotiations, the exact site of the facilities cannot be divulged until such time and the charter has been granted.

2. **Explain why this site would be a suitable facility for the proposed school. Address the necessity of renovation to the facility and compliance with applicable building codes. Describe the services of the facility including heating, ventilation, and lighting, sanitary conditions and water supply.**

00050

Describe how all federal, state, and local safety and health requirements will be met.

The site will encompass several acres of land. Construction on the facilities will begin quickly. In the unlikely event that construction of permanent facilities cannot be completed by the start of school, Fall 2002, an agreement for interim housing is also being negotiated. There will be more than adequate land for extensive athletic/playground facilities.

3. **Describe special use areas of the facility, including playground/athletic areas, cafeteria, laboratories, general assembly areas, etc.**

The long-range vision of the Board of Aldermen is that the entire campus of Westlake Academy will be innovatively cross utilized with the Town of Westlake. Through an extensive collaboration the Westlake Academy Library will serve as the town's public library, the Westlake Academy Auditorium will serve as the town's civic auditorium; the Westlake Academy playground, gymnasium, and athletic facilities will serve as the Town of Westlake's recreational facilities; and the Westlake Academy offices will be housed with the Town of Westlake's administration.

4. **Discuss any progress, partnership developments or future steps towards acquisition of a facility/land.**

As addressed previously, the Town of Westlake is in ongoing negotiations for the property on which to build Westlake Academy. Details of this negotiation must remain confidential until such time as the charter is granted.

5. **Attach a copy of a lease agreement, deed to property or purchase agreement as applicable (Attachment 24).**

A lease agreement with the Town of Westlake will be executed upon the granting of the charter. The Town of Westlake's resolution to provide space and facilities for Westlake Academy is in **Attachment #24**.

C. **Student Attendance Accounting**

1. **Describe your school attendance accounting procedures. The <u>TEA Student Attendance Accounting Handbook must be followed.</u> (Copies of this handbook can be obtained from**

publications department of TEA). Indicate name of computer program to be used for student accounting purposes and describe the capacity of that program to keep track of student related data required in PEIMS.

The charter school attendance accounting procedures will follow the TEA Student Attendance Accounting Handbook with attendance tracked daily per class and recorded using software provided by Dr. John Anderson, which is PC based and capable of tracking all necessary student related data required in PEIMS. These accounting procedures are currently in use as required by the TEA regulations.

Additionally, Westlake Academy will comply with the following responsibilities:

- Ensure that the basis used to record and process attendance accounting data meets this standard through an approved automated system. 19 TEC §129.21(e)
- Adopt an attendance accounting system, both manual and automated, which includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. TEC §42.006 (b)
- Report attendance and contract hours on the student level for the entire school year through the Public Education Information Management System (PEIMS)
- Be responsible for the safekeeping of all attendance records and reports and certify these documents upon submission to PEIMS
- Determine how to properly store records to be readily available for audit by the School Financial Audit Division of the Texas Education Agency TEC §42.255, 19 TAC §129.21(m)
- Contract with a reputable automated system or a Regional ESC that will provide error free submissions to PEIMS
- Include attendance accounting in the annual audit to be reported to TEA
- Maintain records to reflect the average daily attendance (ADA) for the allocation of FSP funds and other funds allocated by the TEA. 19 TAC §129.21(a)
- Report all eligible students that are entitled to the benefits of the FSP. All eligible attendance will be reported according to provisions established by the TEA and only those students who are eligible for special funding will be included in the ADA report. TEC §42.006

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2. **Attach a school calendar (Attachment 25) and identify the hours of school operation, including a description of teacher/student contact hours.**

   The school's hours of operation will be from 8:30 A.M. to 3:30 P.M. daily. These hours provide for a ratio of 1:6.5 hours of teacher/student contract hours.

   For a school calendar, see **Attachment #25**.

3. **Provide a draft of a board policy (Attachment 26) providing for the admission of students eligible for a public education grant (PEG) under Texas Education Code, Chapter 29, Subchapter G. Describe how the school will implement the policy.**

   For a statement of Board policy, see **Attachment #26.**

D. **Transportation and Food Service**

1. **Describe provision for transportation for students served by the charter school. Pursuant to federal law, the school must provide transportation to students eligible for special education services as required by their Individualized Education Plan (IEP).**

   Westlake Academy will provide transportation for students as mandated by federal law. Specifically, Westlake Academy will provide transportation to students eligible for special education services as required by their Individualized Education Plan.

2. **Describe provisions for food service, if any, for students served by the charter school, including plans for free or reduced lunch and breakfast programs. (If 10% of your students qualify for free or reduced lunch, you are required to provide a breakfast program for those students.)**

   Westlake Academy will follow all applicable provisions in providing free and reduced lunches and breakfasts. If 10% of the student population qualifies for free or reduced lunch, a breakfast program will be provided for them by contracting for these services.

00053

VII. Geographic Boundaries and Statements of Impact (Reviewed by Agency)

A. Geographic Boundaries

1. **Describe the geographic area to be served by the school. Include a map (ATTACHMENT 27) showing boundaries clearly marked. Include a written description that clearly explains the area to be served. NOTE: This description must be specific and definite. For example, descriptions such as "southwest portion of the city" or "the greater metropolitan area" are insufficient. Acceptable definitions include those identifying the area in terms of city or county limits, street names, and boundaries of school districts or zip codes.**

   The boundaries of Westlake Academy will be concurrent with the boundaries of the Town of Westlake. The area is bounded on the west by Highway 377, on the north by Highway 114, on the east by the town of Southlake and on the south by the city of Keller. The Tarrant/Denton County line runs through the center of the town.

   A map of the area is in **Attachment #27.**

2. **Provide a list of all districts within the geographical area that may be affected by the charter school, including those districts from which the charter school will accept transfers.**

   Argyle ISD
   Carroll ISD
   Denton ISD
   Keller ISD
   Northwest ISD

B. Statements of Impact

1. **The sponsoring entity must send a copy of the form in Appendix IV, *Statement of Impact,* to the superintendents of all school districts that are likely to be affected by the establishment of the charter school, including those districts from which the charter school will accept transfers. The purpose of the form is to document any adverse impact on the affected district or any potential enrollment shift that may impede a district's ability to comply with a court order affecting the district. The form must be sent to all districts in the geographic area from which the school will draw students.**

A copy of the charter school application and a letter from the sponsoring entity must accompany the form, **requesting the superintendent of the affected district to submit the signed and completed form to the Texas Education Agency. (A sample letter is also included in Appendix IV of this document.)**

The *Statement of Impact* form and the completed application (excluding only Attachment 28) should be sent to all affected districts no later than the date the application is submitted to TEA.

The Statement of Impact will be sent to the following school districts on Wednesday, February 14, 2001:

Argyle ISD
P. O. Box 989
Argyle, TX 76226-0989

Carroll ISD
1201 North Carroll Ave.
Southlake, Texas 76092-9405

Denton ISD
P. O. Box 2387
Denton, TX 76202-2387

Northwest ISD
1800 State Hwy. 114
Justin, TX 76247-8700

Keller ISD
350 Keller Parkway
Keller, TX 76248-3447

2. **The charter school application must include a list of the districts to which a *Statement of Impact* form and application were sent. Submit with your application a copy of the return receipt (Attachment 28) from the post office showing the date the forms were sent to the districts.**

   The return receipt forms for the post office are in **Attachment #28.**

3. **The superintendent *may* complete the *Statement of Impact* form and submit it to the Texas Education Agency by the date of submission of the application to the State Board of Education. Upon receipt of each charter school application, Agency staff will determine whether all districts likely to be affected by the establishment of the proposed charter school received a *Statement of Impact*.**

00055

VIII. Statement of Need (Scored by Review Committee)

A. Why is there a need of this type of school? What evidence exists that there is a sufficient demand for the educational program you are proposing?

After careful consideration of the educational goals of this diverse community, the Board concluded that the program developed by the International Baccalaureate Organization (IBO) would best match the needs of this area and, therefore, will be adopted by the Westlake Academy. This program, offered throughout the world, promotes academic achievement and responsible citizenship.

The International Baccalaureate (IB) program was originally developed in Switzerland thirty years ago as a rigorous course of study for motivated secondary students. Recently, the International Baccalaureate Organization (IBO) developed and endorsed a Middle Years Program (MYP), which fulfills and enhances the mission identified for the Westlake Academy. The IB program is the perfect program to be offered in the backyard of the Alliance Airport corridor international community where many international corporations have established their corporate offices.

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

The primary reason why the charter school model is the appropriate vehicle to address this need is to ensure that all young people, regardless of their socioeconomic background, have the opportunity to participate. While there are several private schools in the area, the tuition causes the schools to be cost prohibited to many families.

According to local parents, the problems faced by families who desire a rigorous, international language curriculum are deep and the academic gap is wide. Although there are many, many excellent teachers, they are so pulled to address all the needs of the varied instructional levels found in the classrooms of inclusions. Students and parents are fearful that students are at great risk for not reaching their true potentials—they are lost in the cracks of today's educational system.

Accelerated academic education indeed faces a quiet crisis as educational reform movements focus on cosmetic administrative change rather than teachers, students and the material to be learned. Parents can join organizations; they can serve on school committees; they can volunteer endless hours in their child school, and still the students' needs are not

met. The parents are weary. Charter schools were envisioned to precisely meet the needs of these families and their precious children.

Many schools, due to associated financial benefits, place great emphasis on athletics. Often the situation occurs where, to accommodate coaching staff, academics become secondary. Westlake Academy is committed to have individuals in specialized areas work in their specific domain, i.e., music instructors will teach in music related courses; coaches will be responsible for athletic activities. Westlake Academy will guarantee each parent that academics will not be compromised.

The Westlake Board firmly believes a viable academic program must be open to all children. Westlake Academy will ensure students, regardless of sex, national origin, ethnicity, religion, disability, academic or athletic ability, will have a choice in education. There is indeed a strong need for this type of school and the charter school model will ensure that its doors are open to all qualifying children.

00057

IX. Vision of the School (Scored by Review Committee)

A. Describe the long-range vision of the school specifically addressing how that vision supports student learning of the Texas Essential Knowledge and Skills.

Mission Statement
Westlake Academy

The Westlake Academy will provide a rigorous curriculum that is international in scope with high expectations by sharing the responsibility of educational development between teachers, parents, community, and students. This will be achieved by providing an innovative approach to education that focuses on each student's needs to develop a thirst for knowledge, produce positive esteem, encourage good citizenship and maximize their individual potential. This will prepare students for a rapidly changing environment that is global in scope.

The vision of Westlake Academy is to create an international, interactive learning community composed of families and engaged learners linked with a high quality instructional team. The school will provide a rigorous curriculum and guidance to challenge all students to reach their greatest academic achievement.

Westlake Academy will continually reach out to families whose students' educational needs are not being met in more traditional settings. The school will provide a supportive environment for young people who possess the desire to reach their fullest potential through a more formalized, international study based on a rigorous curriculum.

With the incorporation of the Texas Essential Knowledge and Skills into every aspect of the core curriculum, each student will be supported by the curriculum in all areas of instruction.

B. In succinct terms, describe the educational philosophy or pedagogy of the proposed school.

The educational philosophy of Westlake Academy centers on unity of purpose where all stakeholders, including community members, parents, students, staff, and administrators, work collectively on all aspects of providing each student with an exceptional education. All members of the school community share a dream for the school and work together toward a common set of goals that will benefit all students. Additionally, all

existing knowledge, gifts and talents are valued, recognized and utilized in order for each student to reach his/her maximum potential.

Westlake Academy's education plan is more than the assimilation of facts. Proficiency in a discipline means that an individual becomes a capable practitioner and has a sufficient foundation to pursue advanced study. The curriculum defines the knowledge, skills, and achievement levels commensurate with proficiency. The traditional core curriculum areas – language arts, math, science, and social studies – remain strongly emphasized. The curriculum will be augmented with music, theatre, art, physical education, environmental education, and foreign languages.

Westlake Academy's emphasis on academics is balanced by an equal emphasis on creativity. It is not enough in a democracy for people to simply inquire. It is also necessary to take the fruits of one's inquiry and make something of them. A school that professes to address the needs of its students must enable children to express the American tradition of experiment and invention. The curriculum will be structured to link inquiry with invention and creativity, whether it is painting, sculpture, photographs, compositions, theatre, speaking, etc. One of the tenants of Westlake Academy is that the student's ability to do science and mathematics is improved when they are encouraged to develop their artistic sides, especially if they do so in ways that link back to their science and mathematic studies.

Westlake Academy's curriculum is designed as a comprehensive program that allows its graduates to fulfill requirements of various national systems of education. It provides the intellectual, social, and attitudinal perspective necessary for the challenges and opportunities that lie ahead of them in a contemporary, international society.

While insisting upon a thorough study of the various disciplines, the interrelatedness of the courses will be accentuated. By emphasizing the dynamic combination of knowledge skills, experience and critical thinking, academic achievement, coupled with active and responsible citizenship, is promoted.

An accelerated, international curriculum and extensive parental involvement will create a learning environment that will be conducive and compatible to each student overcoming any and all obstacles in their educational journey that might place the realization of achieving their full educational potential at risk.

Darling-Hammond (1996) noted that teaching and education have suffered from decades of neglect. A lack of standards and schools organized better

for the 19th century than the 21st century has caused a substantial call for reform. As Darling-Hammond argues, "Children can reap the benefits of current knowledge about teaching and learning only if schools and schools of education are dramatically redesigned. Westlake Academy is making a sincere effort to redesign program. Critically needed efforts are being implemented with the school context to meet those challenges.

Westlake Academy is dedicated to leaving no student behind.

C. Discuss the educational innovations that will distinguish this school from other schools.

The curriculum is designed as a comprehensive program that allows its graduates to fulfill requirements of various national systems of education. IBO is based on the pattern of no single country. It provides students of different linguistic cultures, and educational backgrounds with the intellectual social and attitudinal perspectives necessary for the challenged and opportunities that lie ahead of them in a contemporary, international society. The Middle School curriculum has the same commitment and rigor to a holistic view of knowledge that is found throughout the world in the highly successful high school program. The success of the high school program has been demonstrated at approximately 200 schools in the United States and over 500 schools throughout the world, ninety percent of which are public school.

The IB curriculum stresses rigorous academic study and the equally important development of life skills, disciplines and a sense of social responsibility. The intent is that students should learn how to learn, how to analyze, how to reach considered conclusion about people, their language and literature, their ways in society, and the scientific forces of the environment. At the beginning of each new course or topic of study, students will be given clear class/course objectives and the methods by which they will be accessed. The IB program is a deliberate compromise between the preference for specialization in some countries and the emphasis on breadth often preferred in others.

The educational aim of the International Baccalaureate Organization is to awaken the intelligence of student and teach them to relate the content of the classroom to the realities of the world outside. By emphasizing the dynamic combination of knowledge, skills, experience and critical thinking, the IBO promotes academic achievement, coupled with active and responsible citizenship. The program addresses the challenge of educating the whole person in preparation for life, engendering respect for

the physical life of the body and delight in the life of the mind as it engages the world in all its fullness and complexity.

This program offers an approach to teaching and learning that embraces yet transcends the focus of traditional school subjects. While insisting upon thorough study of the various disciplines, the program accentuates the interrelatedness of them and so advances a holistic view of knowledge. This interdisciplinary perspective asks the student to consider issues and problems in their wide scope, and to realize that good solutions often draw upon insights one has acquired from many sources. Put another way, the program shuns the fragmentation of knowledge that so often results when students move from biology to history to mathematics to technology as if the classes had nothing to do with each other.

The education of the "whole person" takes on a special significance as we proceed into the twenty-first century; when knowledge continues to expand dramatically; when advanced technologies and global economics have tied together vastly different cultures; when the world is bound too closely for provincial ideologies to guide political thought; when to exist in a world community requires appreciation and understanding of cultural diversity; and when cooperation alone will solve global problems. It is essential that academic training provides students with the values and opportunities that enable them to succeed in the competitive, modern world.

Westlake Academy will utilize the campus and its facilities to offer summer academic camps to area children, Westlake Academy students, as well as those students in surrounding public schools. The summer academic camps will focus heavily on the languages to provide a continuum of language immersion. Scholarships will be available, with nominations for such scholarships coming from area ISD Superintendents.

Additionally, an optional semester study abroad program will be available for students. This facet of the high school program would be incorporated into the IBO program to allow the student the benefit of total emersion in their second language and culture. Funds for this activity will be raised by the students during their high school years and placed in interest-bearing accounts; however, scholarship and financial aid will be available to ensure that no student is denied opportunity nor left behind.

Finally, in an effort to provide a holistic approach between community and school, the Town of Westlake will form alliances with sister cities throughout Europe. Beginning with young pen pals, to collaborative research via the Internet, to an extensive exchange program, the fabric for strong strategic international alliances will be woven.

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X. Student Goals: Improvement and Attainment (Scored by Review Committee)

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

B. **What are the measurable school performance objectives for each goal listed above?**

C. **Clearly state how progress will be measured relative to each of these objectives. *Name assessment instruments* to be used.**

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

Student Goals	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	Progress Measurement
Academic - Overall ♦ *Exceed performance standards for student learning for the first five years* ♦ *Obtain a status as a state exemplary school* ♦ *Have a minimum of 50% of high school graduates achieve the Distinguished Achievement Program – Advanced High School Program as describes in TEA Chapter 74*						
Students will pass the appropriate TAAS with TLI of 80% • TEKS incorporated into curriculum • Pre-test, administered the second week of school, identifies individual areas of weakness • Test taking strategies reviewed prior to test date Timeline for reporting: Year-end SBOE report	70% of students	75% of students	80% of students	85% of students	90% of students	Spring TAAS
Students will score above grade level in reading, math, language, science, and social studies • Broad based core curriculum utilized by all teachers • Low student teacher ratio implemented • Various teaching styles incorporated into instruction • Comprehensive reading program offered to all students Timeline for reporting: Year-end SBOE report	70% of students	75% of students	80% of students	85% of students	90% of students	Pre-test and Post-test Stanford Achievement Test of the Gates-McGinite assessment test

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Students will prepare and present their portfolios to a group of parents, community members, and/or staff • Instruction on preparation of portfolios • Incorporation of portfolios into assessment process • Participation by adults in evaluation process Time line for reporting: Year-end SBOE report	75% of students	80% of students	85% of students	90% of students	95% of students	Semester update to Director

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Non-academic						
Each student will attain a good attendance rate • Calls to parents of absent students made daily • Conference with student and parents held after 3 absences per nine weeks • Conference with student and parents held after 5 absences per semester Timeline for reporting: 6-week ADA report and year-end SBOE report	75%of students	80% of students	85% of students	90% of students	95% of students	Attendance cards
Each grade level will participate in a community project per year • A list of possible projects provided to each class • Two designated volunteer parents along with the teachers coordinate the activity • Two community leaders work with the class Timeline for reporting: Year-end SBOE report	80% of classes	85% of classes	90% of classes	95% of classes	100% of classes	Teacher record sheet
Each student will participate in an individual community service project • A list of possible projects on campus provided to students • A list of possible projects in the community provided to students • A parent volunteer committee coordinates the activities Timeline for reporting: Year-end SBOE report	80% of students	85% of students	90% of students	95% of students	100% of students	Student sign-in sheet

XI. School Goals (Scored by Review Committee)

A. **Describe the goals of the school as an entity for the next five years. (growth, facilities development, etc.).**

B. **List measurable performance objectives for each goal listed above.**

C. **Clearly state how progress will be measured relative to each of these objectives. Name assessment instruments to be used.**

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

Goals of the School						
Apply for financial grants • Part-time or full-time individual recruited for this position • Grant writer attend instructional seminar Timeline for reporting: Year-end SBOE report	1 grant of $1,000	Grants of $3,000	Grants of $5,000	Grants of $10,000	Grants of $25,000	Quarterly report to Director
Develop partnerships with community businesses • Meet monthly with businesses • Establish campus visits • Parent volunteer coordinate partnerships Timeline for reporting: Year-end SBOE report	4 Bus.	8 Bus.	10 Bus.	12 Bus.	15 Bus.	Quarterly report to Director
Increase enrollment • Hold public meetings • Distribute fliers • Conduct tours Timeline for reporting: Year-end SBOE report	340 students	420 students	500 students	580 students	650 students	Yearly enrollment reports
Parental involvement • Offer various hours of involvement • Provide board selection of participation activities Timeline for reporting: Year-end SBOE report	70% of parents	75% of parents	80% of parents	85% of parents	90% of parents	Quarterly report to Director

XII. Educational Plan (Scored by Review Committee)

A. Describe the educational program planned for the school. Indicate clearly how these areas will be strengthened over time.

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

The foundation of the Westlake Academy will be based on Section 28.002 of the Texas Education Code. Westlake Academy will offer all grade levels a foundation curriculum that includes English, language arts, mathematics, science and social studies, consisting of Texas, United States and world history, government and geography.

With Section 28.002 as the minimum curriculum guide, a balanced curriculum designed to meet individual needs of all students will be implemented. Additionally, Westlake Academy will provide an enrichment curriculum that includes health, physical education, fine arts, economics, career, technology education and applications and languages other than English. Each of these curricular areas – both foundation and enrichment - will offer instruction in the essential knowledge and skills at appropriate levels.

2. Describe any unique curricular experiences to be offered by the charter school that will enhance student success beyond the minimum curriculum.

One way of understanding the fundamental perspective of the International Baccalaureate Organization is to remember the phrase, "and more." Students are expected to be well versed in traditional subject areas of the curriculum, and more – they are encouraged to appreciate the traditions of other people and other places. Students are expected to have a firm command of language as a means of communication, and more – they are encouraged to develop admiration for the elegance and richness of human expression. Above all, the hope is that students will acquire a genuine love of learning and disciplined habit of mind and body that will guide their young adulthood and be a source of strength and enjoyment throughout the whole of their lives.

To achieve this end, courses will be offered in larger blocks of time to improve the delivery of the curriculum. This will allow for greater depth of study and integration of different disciplines, as well as providing the opportunity for students to be more actively engaged in their learning. Students will be challenged to make connections and discover relationships between what they are studying and current conditions and events occurring locally, nationally and around the world, and how it fits into their lives.

The educational program will take advantage of the location of numerous national and international corporations in the area to provide students with the chance to learn about various career paths. Students will have age and interest appropriate opportunities for shadowing, mentoring, and interning with employees at various levels of the corporations. Corporate experts from a variety of fields will be invited to share their expertise with students in the classroom. Students will be expected to participate in age appropriate community service both in and outside of school.

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

Westlake Academy's framework for academic excellence will reflect alignment to the TEKS. These standards are a living document subject to continuous improvement. The TEKS will serve as the basis for the academic program.

Core curriculum courses will be offered which will include the required foundation curriculum of English language arts with a very strong emphasis on reading, mathematics, science, social studies consisting of Texas, United Sates and world history, government and geography. The scope and sequence of the curriculum will develop in a manner that will enable students to enter the program from a traditional school and any grade level. With the use of a variety of assessment instruments, students will be placed at an appropriate entry level without regard to age. Students also will have the opportunity to participate in a variety of enrichment courses and related learning opportunities in addition to core courses. Course and learning opportunities in health, physical education, fine arts, and economics will be offered according to the Texas Education Code §28.002.

Westlake Academy is committed to ensuring that all students receive a challenging curriculum and instruction based on a commitment to an accelerated, integrated, core curriculum.

The integration is designed to promote learning among the individual disciplines and is based on the following:

- Motivated learning by making learning relevant to the student's lives
- Adds coherence to vast amounts of information by making connections among disciplines
- Addresses the curriculum by viewing content as a 'means' not an 'end'
- Acknowledges reading, writing, speaking, listening, viewing, and the use of numbers as enabling skills within the thinking processes
- Promotes the fine arts in all aspects of learning
- Fosters collaboration among students and teachers.

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

The goals, objectives, and definitions of content areas are intended to promote skill development and raise the standards of student achievement. Westlake Academy will embrace all the state's goals and objectives related to curriculum. Educational programs will mirror and support the state's aims through:

- Selecting textbooks and other instructional materials that are aligned to the TEKS curriculum
- Maintaining updated information provided by TEA related to the TEKS curriculum requirements
- Requiring curriculum for each content area and grade level that is consistent with the state's TEKS curriculum
- Ensuring rigor in the school's curriculum
- Articulating to parents, students and others in the community what students should know and be able to demonstrate at each grade level
- Providing professional development to teachers and others related to the state's TEKS curriculum (from resources provided by the regional ESC, the Texas Center for Reading and Language Arts, and other appropriate sources)
- Ensuring student assessment measures that are aligned with the TEKS

5. Describe how the program will prepare students to meet state graduation requirements.

All students attending Westlake Academy must complete at least 22 credits to receive a minimum high school program diploma. To receive a high school diploma, a student must complete the requirements of the minimum high school program, as specified by statutory law; the recommended high school program, or the distinguished achievement program, as well as the testing requirements for graduation.

Additionally, those students electing to participate in the International Baccalaureate Program must complete the course sequence and requirements of the international program, including a 4,000 word essay, community service and foreign language. The Diploma Programme is a two-year course of study. The diploma candidate of the IB program is required to complete six subjects, each normally studied over the period of two years; at least three and not more than four subjects must be offered at higher level and the others at standard level. The six subjects must normally be chosen by selecting one from each of the six subject groups (First Language, Second Modern Language, Individuals and Societies, Experimental Sciences, Mathematics, and Arts and Electives).

International baccalaureate diploma holders gain admission to colleges and universities throughout the world. These include well-known European and American institutions such as Oxford, Yale and the Sorbonne, prestigious universities in Latin American and the Asia/Pacific, and more recently established centers in developing parts of the world. Formal agreements exist between the IBO and many ministries of education and private institutions. Some college and universities may offer advanced standing or course credit to students with strong IB examination results.

The sequence of courses established by Westlake Academy will ensure that every student has received instruction in the areas that state law requires to be covered in the upcoming 11th grade exit-level test. Beginning in the 2002-2003 school year, the exit-level test will be administered in the 11th grade instead of the 10th grade and will assess a broader range and depth of subjects.

In addition to the above graduation requirements, the SBOE now mandates that students pass the 11th grade exit-level test, along with their courses, to receive a high school diploma. If students do

not pass one or more parts of the test the first time taken, the students can take that part of the test again whenever it is given.

Westlake Academy will comply with all statutory and/or regulatory authority with respect to determining that an individual student has satisfied the requirements for graduation. Such compliance includes, but is not limited to, Subchapter B issued under the Texas Education Code, §7.102, 28.002 28.023, 28.025, 28.054, and 38.003, or as these code sections may be amended in the future.

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

Westlake Academy will begin a tradition of supporting children. The programs will enable parents to become active partners and jointly responsible for the education and nurturing of their children. Parents participating with a highly qualified instructional team will work to emphasize the core curriculum to ensure each child:

- Effectively applies communication and quantitative skills
- Learns to set goals, solve problems, make responsible decisions, and analyze and apply results
- Demonstrates the ability to access, evaluate, synthesize and present information using a variety of technologies
- Exhibits a variety of critical thinking skills as they relate to current and future concerns
- Demonstrates an appreciation and understanding of community service.

Interdisciplinary curriculum planning and implementation will encourage students to see the relevance of and connections between content areas. Subjects are related to one another, and learning one subject implements and facilitates another. This program "gives birth to the joy in learning" (Armstrong 1998) and awakens students' genius and individuality. The curriculum is indeed more interdisciplinary than in the traditional school. The teaching is more collaborative. The students are served through a variety of options and alternatives rather than the traditional rigid, regimented focus of many schools.

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

Westlake Academy will utilize the following types of assessment instruments:

- State Mandated Testing (TAAS, RPTE, and End of Course exams)
- Curriculum Testing (based on the TEKS)
- Standardized Testing (i.e., SAT9)

Westlake Academy will use the Texas Assessment of Academic Skills (TAAS) test and end-of-course examinations to assess individual student performance in the core academic areas. The goal of TAAS is to measure student progress toward achieving academic excellence. Its purpose is to provide an accurate measure of student achievement in the areas of reading, writing, mathematics, social studies, and science. Test results are used as a gauge for institutional accountability.

Westlake Academy will use a standardized group instrument, such as the TABE, to determine baseline data and academic growth. Students will be tested upon entrance to the school and annually thereafter. The Academy will track mastery of TEKs curriculum objectives throughout the student's school career.

Westlake Academy's plan to assess individual student performance in core academic areas is based upon several guiding principles.

- Assessment should serve as an ongoing guide through the process of learning not simply as a pass/fail measurement
- Teachers are the managers of the assessment procedures
- Assessment techniques are matched to the curriculum taught and the instructional techniques used
- Assessment techniques are to be applied consistently without bias

A nine-week evaluation and assessment system will be incorporated to serve multiple needs:

- To clarify goals
- To monitor progress
- To support the improvement of teaching and learning
- To inform the public
- To influence education policy

Student assessment is the process of measuring the extent to which a school has improved the quality of student performance. The success of charter schools will be judged primarily on their ability to demonstrate progress toward the student outcomes specified in their charters.

Westlake Academy will utilize multiple means of assessing students to ensure the most accurate evaluation. Components of authentic and performance-based assessments in combination with standardized assessments will form the basis of the assessment process.

Westlake Academy recognizes that teachers are the key components in the assessment process, and it is the aim of Westlake Academy to provide the instruction team with workable tools. The baseline of student achievement will be to set standards of student performance based upon student progress throughout the year on the central concepts and skills in the curriculum.

8. **Describe the methods to be used to identify the educational strengths and needs of individual students.**

Westlake Academy will utilize multiple methods to identify the educational strengths and needs of individual students. As previously described, assessment will be an integral part of daily classroom activities. While testing will play a key role in assessing students' performance teachers will assess growth toward achievement of goals and areas of need on a daily basis. Tools to be used will consist of multiple forms of authentic assessment.

- Direct observation of performance
- Directed small group activities
- Student led instruction
- Other embedded assessment techniques

9. Describe how student evaluation results will be used by the school to improve instructional programs.

It is essential to use an array of different assessment tools ("multiple measures") in the evaluation process. Important questions to be considered in the selection of assessment tools are:

- Are the objectives measured the truly important ones?
- Is the assessment tool(s) the most efficient means of determining the achievement of the desired objectives?
- What is the effect of the assessment tool(s) on its user?
- What is the effect of accountability practices on the student?

Additionally, Westlake Academy will offer each family the opportunity to evaluate the charter school program. These summative assessments will be used in the critical decision-making process.

10. Describe professional development opportunities that will be offered to support the mission of the school.

Faculty members will be required to attend weekly professional development activities during the first year. Staff will evaluate sessions for effectiveness and applicability. Development activities will be designed to meet the needs of the staff as curriculum is developed and as additional skills are needed to serve the students enrolled at the new school. Program evaluation results will provide the basis for designing professional development activities for succeeding years. The budget provides for contractual resources and supplies for staff development. Westlake Academy will encourage faculty and staff members to make recommendations for future development activities. Consultants will provide initial activities in the following areas:

- Developmentally appropriate practices
- Learning styles/instructional strategies
- Technology and the integration into curriculum and instruction
- Conflict resolution/parent conferences
- Curriculum development
- Authentic assessment/portfolio development

Professional development on TEKS will be provided to teachers by Region 11 Education Service Center. The Center provides workshops, consultations, and materials, and can answer faculty questions.

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Westlake Academy believes that an extensive and inclusive staff-development program must be implemented each year. Teaching strategies, collaborative teaming, and thoughtful curriculum design will be continually addressed.

B. Special Needs Students/Programs

1. Describe in detail how your school accommodates students with SPECIAL EDUCATION needs. Address the following:

Child Find

As the state's educational agency, TEA is responsible for ensuring that a Free Appropriate Public Education (FAPE) is provided to all students with disabilities residing in the state of Texas and that all requirements of IDEA, Part B are met, pursuant to 35 CFR, §300.600. A FAPE means special education and related services that are provided at public expense under pubic supervision and which meet the state standards, which include the requirements of IDEA, Part B; include preschool, elementary, and secondary school education; and which are provided in conformity with an individual's education plan pursuant to 20 USC, §1401 (a)(18).

In general, local school districts in Texas have the direct responsibility of providing FAPE to students with disabilities who the schools are obligated to serve under Texas Education Code, §25/00. TEA is responsible for ensuring that schools comply with all state and federal requirements concerning the provision of FAPE.

Within this general responsibility to assure FAPE, TEA specifically assures that each child with a disability, regardless of severity, residing within a school's jurisdiction will be identified, located, and evaluated in accordance with IDEA and its implementing regulation. To meet this responsibility, TEA requires schools to establish policies and procedures to identify, locate, and evaluate students with disabilities residing within their jurisdictions. Activities done pursuant to these polices and procedures are commonly referred to as "child find" activities because schools actively search for students with disabilities residing within their jurisdiction.

In accordance with the rules and responsibilities identified, and with any and all TEA rules and/or regulations, Westlake Academy will adopt and implement policies and practices that affirmatively seek out, identify, locate and evaluate children with disabilities enrolled in the charter school or contacting the charter school regarding enrollment.

Confidentiality

Westlake Academy will adhere to all state confidentiality requirements, including, but not limited to, the following:

Student Records – student records are confidential and protected from unauthorized inspection or use. A cumulative record will be maintained for each student beginning when he/she enters the school until the student withdraws.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is provided a copy of the court order terminating these rights.

Parents of a student who is a minor, or of a student who is a dependent for tax purposes, and school officials with legitimate education interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agent, or Trustee of the charter school, or cooperative of which the charter school is a member, or facilities with which the charter school contracts for the placement of students with disabilities.

Parents of minor students enrolled in Westlake Academy may inspect their student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the school refuses the request to amend the records, the requestor has the right to a hearing. Although improperly recorded, grades may be challenged; parents and the students are not allowed to contest a student's grade in a course through this process. Parents or the student has the right to file a compliant with the U. S. Department of Education if they believe the school is not in compliance with the law regarding student records.

The school will maintain a record of disclosure of personally identifiable information and make this available for the parent's inspection. Some items of information are directory in nature and may be released to anyone, without consent, unless the parent objects to its release in writing within ten (10) school days after the issuance of such notice.

With respect to special education students, the ability to share information between parties involved in special education services and local education agencies (LEA'S) is

vitally important to improve efficiency and to minimize duplication of efforts. To accomplish this sharing, the proposed school campuses will develop and use a standard consent form.

Procedural safeguards

Westlake Academy's Handbook of Policies and Procedures (to be developed) will fully address procedural safeguards for students, parents, and all other school stakeholders.

Westlake Academy will adhere to all required procedural safeguards required by the state including, but not limited to, those described below:

In accordance with the requirements of 34 Code of Federal Regulations (CFR), §300.504 and §30.505, the school will give a written notice that includes a full explanation of all procedural safeguards to the parents a reasonable time before the school conducts an assessment for special education services. The Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School will be provided to each parent explaining the rights as outlined in federal and state law. Certified staff will review this document with parents and additional information will be made available upon request in the parents' native language in writing or through an interpreter.

Westlake Academy will provide information for parents for the following purposes:

- Upon initial referral for evaluation
- Upon each notification of an admission, review, and dismissal committee (ARD)
- Upon each reevaluation
- Upon a school district's request for a "due process hearing" about their child
- When any information that specifically identifies the student is no longer needed

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

Parents/legal guardians will be given notice of any and all ARD meetings early enough to ensure that they will have the

opportunity to attend. Unless the parent/legal guardian agrees otherwise, at least ten days notice will be given.

Assessment of children to determine eligibility

Students with disabilities are students with educational disabilities (physical disability, mental retardation, emotional disturbance, learning disability, speech impairment, autism, traumatic brain injury, deaf/blind, or multiple disabilities); and students with an auditory impairment or visual impairment, whose disabilities are so limiting as to ensure the provisions of special services in place of, or in addition to, instruction in the regular classroom.

To be eligible to receive special education services, a student must have been determined to have one or more of the areas of disabilities listed in the federal regulation or in state law or in both. Specified criteria in the state and federal regulations will be used in determining whether a student's conditions meet the eligibility requirements.

When a student is suspected of having a disability, the assessment process will be initiated. Written notice and consent must be given and received. An evaluation by qualified personnel will then be conducted. If indicated, a comprehensive individual assessment will be performed. Once eligibility has been determined, the parents and/or adult student will be invited to participate in an ARD meeting to review the results and to develop an Individual Education Plan.

Development and Implementation of the Individual Education Plan (IEP)

Westlake Academy will use the following guidelines for development and implementation of a student's IEP:

Timeline

The Comprehensive Individual Assessment and a written report will be formulated within 60 calendar days of the date of the initiation of the referral to special education. The ARD committee shall make its decision regarding students referred for the first time within 30 calendar days from the date of the

completion of the written assessment report. If the 30th day occurs during the summer when school is not in session, the ARD committee shall have until the first day of classes in the fall to have made the IEP decisions and the placement, unless the assessment indicated the student will need extended year services during the summer.

For students already placed in special education, the ARD committee shall meet at least annually to review each student's program and recommend appropriate services based upon the student's individual needs, documented in a newly developed IEP. The committee must meet within the same month, or prior to the month, in which the previous annual ARD meeting was held.

Function

The ARD committee shall perform the following functions:

- Review all data from the comprehensive assessment, including information from parents, school personnel, or other sources
- Ensure that national origin minority students (or linguistically different students) are not assigned to special education on the basis of criteria, which were developed solely based on command of the English language
- Ensure that students are not placed in special education if the only deficiencies identified are directly attributable to a different cultural lifestyle or to not having the adequate educational opportunities
- Establish the eligibility for special education services
- Identify the content areas in which the student's disability significantly interferes with the student's ability to meet regular academic mastery level standards (determine educational needs)

Documentation

Each IEP must include:

- Information, in addition to the requirements of 34 Code of Federal Regulations (CFR), §300.346, and Part 300, Appendix C, including (1) information to allow for determining the student's eligibility for participation in extracurricular activities; and (2) a statement addressing nonexemption,

modification/accommodation, or exemption from some or all of the basic skills assessment instruments, as appropriate

- Modifications/accommodations of regular classroom procedures which are provided for students by the charter school as specified in the student's IEP will be provided during the testing process and goals and objectives will be specified if extended year services are included in the IEP
- For students with visual impairments, the IEP will also meet the requirements of TEC, §30.002 (e)

Least restrictive environment (LRE) placement

In providing programs, services, and activities, Westlake Academy will first use those resources made available to all students. When appropriate, students receiving special education services shall:

- Remain in the general education program with special education support services, supplementary aids, or other special arrangements, if needed
- Be educated to the maximum extent appropriate with students who are not receiving special education services
- Be provided opportunities to participate in school activities on the same basis as students who are not receiving special education services
- Be offered an opportunity for interaction on a regular basis with students who are not receiving special education services

Transition planning

The ARD committee has the authority to dismiss students from special education services when the ARD committee agrees that there is not longer an educational need for the services. No student can be dismissed from special education without assessment that supports the decision to dismiss. If parents request dismissal based on the fact that they are providing the needed services privately, update assessment, document request, update the IEP if needed, and make a statement that the district is prepared to provide FAPE. State that the parent is choosing dismissal. The student can re-enter the special education program as long as the eligibility data is current. If data is more than one year old, updated assessment may be required

- All dismissals from services/programs should be documented on the ARD report
- In addition, ARD may recommend movement to less restrictive arrangements:
    - When such movement changes the instructional arrangement, the Notice of Change of Placement should be sent to the parent, unless the parent is in attendance at the ARD, where full notice has been discussed
    - When a more restrictive placement is considered, the ARD committee shall ensure that current assessment is completed and carefully reviewed
    - The ARD committee must document reasons for any change in placement or services
- Graduation also constitutes change in placement and Notice should be sent, if parent is not in attendance at the ARD
- The ARD committee shall dismiss students from homebound services. A doctor's release statement is necessary for the student to return to school.

Certified personnel for the provision of services to children with special needs

All special education personnel shall be certified, endorsed, or licensed in the area or areas of assignment in accordance with provisions relating to teacher certification. If a staff member does have the skills and knowledge needed for the assignment, Westlake Academy will make provisions for the person to acquire the necessary skills and knowledge.

Services to expelled students

The principal or designee is responsible for tracking the number of *days of emergency removal, suspension, or in-school suspension* for the purpose of ARD action within the required number of days.

Updated records on discipline reports for special education student shall be kept. These records will include:

- The infraction
- The consequence
- The number of days out of placement

Short-term removals totaling less than 10 days in a school year do not result in a change of placement and an ARD is not required. Short-term removals totaling more than 10 days in a school year requires the following:

- ARD meeting is convened not later than 10 school days after the student is first removed for more than 20- days in a school year (or when the 11th day is assigned).
- ARD committee conducts/plans a functional behavior assessment (FBA) and, as soon as possible after the FBA is completed, develops a behavior intervention plan (BIP) to address the necessary behavior(s), if the FBA and BIP are not already in place
- If the student currently has a BIP, and ARD committee meets to review it and its implementation
- If subsequent short-term removals occur (after the first 10 day removal during the school year), members of the ARD committee review the BIP and its implementation to determine if modifications are necessary
- If one or more members of the ARD committee believe that modifications are needed, an ARD meeting is held to modify the BIP and its implementation
- For any days of removal of a student for more than **10** days in a school year, the student is provided with the necessary services to progress appropriately in the general curriculum and toward achieving his/her IEP goals.
- When expelling a student, the Notice of Change of Placement form (to comply with procedural safeguards required in federal law) will be sent to the parents
- If the current IEP cannot be implemented while the student is on expulsion, then the IEP should be revised during this time in such a manner that it can be implemented. Whenever possible, the IEP that was in place should be implemented. Document justification for any change in the IEP is required.

2. Describe how your school meets the needs of children who qualify for other federal programs such as:

1. Title I Part A – Improving Basic Programs Operated by Local Education Agencies
   Title I Part C – Migrant Education
   Title I Part D, Subpart 2 – Local Agency Programs for Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk of Dropping Out

Title II Part B – Dwight D. Eisenhower Professional Development Program
Title IV – Safe and Drug-Free Schools and Communities Program
Title VI - Innovative Education Program Strategies
Title VI Class-Size Reduction Program
Section 504

Westlake Academy will conduct a needs assessment and develop a plan for the consolidated use of both state and federal funds. Such a plan shall be determined in consultation with a task force, including, but not limited to, parents of participants, teachers, the Principal or other administrators, and community members. The plan shall include:

- How students shall be identified
- Planned services and activities
- A plan for annual evaluation (performance objectives)
- Record-keeping procedure

The Board will adopt a comprehensive plan that utilizes all available resources to provide programs that utilize skills and knowledge and promotes academic achievement.

Title I Part A

In compliance with Title 1 Part A regulation, the school shall convene an annual public meeting for parents of children eligible for Title 1 Part A assistance.

Service will be provided through the basic education program and will be supplemental to the basic services provided by the Foundation School funding. Supplemental services may include additional parent training, after school enrichment activities, supplemental learning materials, technology enrichment, etc.

Title I Part C – Migrant Education Program

This area of focus for the Migrant Education Program (MEP) seeks to ensure that migrant students and their families have their needs for educational and support services met, and are able to access all services for which they are eligible from entry in the MEP's early childhood program for three year olds through transition into post secondary education or employment.

When migrant students are identified, Westlake Academy will utilize the Internet-based new Generation System (NGS), which is an

innovative data transfer system. NGS communicates educational and health data on migrant students to educators throughout the nation. The NGS system will enhance the process of educating migrant students as well as be an interstate information network for Migrant Education.

Title I Part D

Westlake Academy does not anticipate being eligible for funding under Title I Part D.

Titles II, IV, and VI

Westlake Academy will enter into shared service agreements (SSA) with the Region Service Center during the first year for Titles II, IV, and VI.

Title VI (Classroom Reduction) will be examined at the end of the first year to determine if there is a need for this funding. At the conclusion of the first year, services provided by the ESC will be evaluated to determine impact of the program. If positive results are indicated, then Westlake Academy will continue to contract with the ESC for their services.

Section 504

Any student who has a physical or mental impairment that substantially limits one or more major life activities will be evaluated for placement in this program. An IEP will be formulated for Section 504 student.

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

Bilingual/English as a Second Language (ESL) Students

If a student indicates a home language other than English, the school will administer a mastery test to assure that the student can comprehend the material in the educational programs. An interpreter will be available to school staff to interpret ARD's testing and translate forms for parents.

To be prepared to effectively and fully implement the ESL program, Westlake Academy will initiate the following process to insure compliance:

- Review all permanent record folders for students to ensure that each folder contains a signed and dated home language survey
- Join the ESL/Bilingual Co-op offered by the Region Service Center
- Send a faculty member to training offered by the Region Service Center relating to administering the oral language/writing proficiency test
- Meet with the Bilingual/ESL Co-op to design intervention services for the students identified on the survey until certification and test protocols can be obtained
- Design an individual learning prescription to accommodate the education needs of LEP students

State Compensatory Education

State Compensatory Education as defined in Section 42.152 (c) is a program designed to improve and enhance the regular education program for students in at-risk situations.

The purpose of state compensatory education is to increase the achievement and reduce the dropout rate of identified students in at-risk situations. In accordance with the requirement of the TEC §11.252, Westlake Academy will develop a school improvement plan. This plan will identify measurable school performance objectives for all student populations, strategies to improve student performance, recourse allocations, staff responsible for ensuring the accomplishment of each strategy, timelines for ongoing monitoring of the implementation of each strategy and the formative evaluation criteria for determining periodically whether strategies are resulting in the intended student performance.

Dyslexia

Westlake Academy will have procedures for identifying a student with dyslexia or a related disorder. Procedures will be implemented in accord with the SBOE approved strategies for screening and techniques for treating dyslexia and related disorders described in "Procedures Concerning Dyslexia and Related Disorder," a set of flexible guidelines available to local schools. Screening for dyslexia students will only be accomplished by

individuals/professional who are trained to assess students for dyslexia and related disorders.

Westlake Academy will either purchase a reading program or develop its own reading program for students with dyslexia and related disorders. Teachers who screen and treat these students will be trained in instructional strategies that utilize individualized, intensive, multi-sensor, phonetic methods and a variety of writing and spelling components.

Gifted and Talented

Westlake Academy will develop written policies on student identification of gifted and talented and such policies will be disseminated to parents. The policies will include:

- Provisions for ongoing screening and selection of students who perform or show potential for performing at a remarkably high level of accomplishment in the areas defined in the TEC §29.121
- Assessment measures collected from multiple sources according to each area defined in the Texas State Plan for the Education of Gifted/Talented Students
- Data and procedures designed to ensure that students from all populations enrolled in the school have access to assessment and, if identified, services for the gifted/talented program
- Provisions for final selection of students to be made by a committee of at least three educators from the proposed school who have received training in the nature of need of gifted students
- Provisions regarding furloughs, reassessment, exiting of students from program services, transfer students, and appeals of the school's decisions regarding program placement.

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

Westlake Academy will conduct a folder review at the beginning of the school year to determine eligibility for this program based on the factors identified in TEC §29.081.

To address the needs of students in at-risk situations that may lead to education failure, Westlake Academy will:

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- Implement strategies, including ongoing teacher and staff development and development of appropriately rigorous curriculum, that will help raise expectations for all students
- Provide students and their parents or guardians with early information about college opinions, required courses, and financial aid
- Provide students and their parents or guardians with information and other age-appropriate services to increase early career awareness
- Promote strategies, including how to help with homework, that increase parental involvement in preparing students to succeed in the middle and high school years
- Promote strategies that increase parental knowledge and involvement in their student's career choice and preparations.
- Ensure that all students have access to rigorous academic course work that meets state standards
- Promote equal access to education and educational excellence through concerted partnership efforts on behalf of low-income students
- Provide intensive, individualized and coordinated support to students that include mentoring, counseling, and tutoring
- Establish strong partnerships that involve long-term commitment and a meaningful role for each partner in improving student readiness for career training or post-secondary education
- Identify and implement effective practices that include careful evaluation to enable continuous improvement in students' academic and non-academic performance
- Ascertain and document the appropriate documentation needed to identify an abused student and report possible child abuse (sexual, physical, or psychological abuse) to the appropriate agency according to Texas law.

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

Westlake Academy believes that extra-curricular programs are an integral part of a well-rounded education. Students will be given numerous opportunities in which to showcase their abilities in extracurricular activities. An extracurricular activity is defined as an activity sponsored by the University Interscholastic League (UIL), the Westlake Academy Board, or an organization sanctioned by resolution of the Westlake Board.

Parents and students will be provided opportunities to offer input as to the most desired programs. Activities will range from fine arts (orchestra, chorus, drama, visual arts), athletics (golf, tennis, volleyball, track and field), and clubs (math and science, language, chess, journalism, and technology).

C. Admissions Policy

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

Westlake Academy will admit students regardless of sex, national origin, ethnicity, religion, disability, academic or athletic ability, or the district the child would otherwise attend in accordance with TEA regulations. Appropriate accommodations for students with special needs will be made. Westlake Academy will comply with the individuals with Disabilities Education Act (IDEA) and related regulations and legislation.

Westlake Academy will utilize a "first come, first served" enrollment policy.

Upon being granted the charter, public meetings will be held to inform parents of the school choice. Availability of application packets will be disseminated via area newspapers, cable, T.V., fliers, and word of mouth.

Once the student application is completed, it will be returned to Westlake Academy via U. S. mail along with required documentation:

- Birth certificate
- Social security card
- Most recent report card
- Up-to-date Immunization record
- TAAS or standardized tests results
- Essay or portfolio

The application is numbered and parents are notified to set up a Pre-Admission conference. After the Pre-Admission conference is conducted, the parents are asked to sign a letter of intent for the student to attend Westlake Academy. Finally, the parents are notified of student's enrollment status.

Through the interview process, Westlake Academy will ensure that all families are aware of the school's policies, procedures, and philosophies regarding student achievement and school governance before

enrollment occurs. To assist the families, parents will be provided information regarding transferring their student(s) into Westlake Academy.

All potential students in the identified geographical boundaries will be accepted into the school once the interviewing process has been completed and the commitment forms have been signed.

Siblings of Westlake Academy students will receive first priority in the year of their initial application.

All non-geographical, out-of-boundary, qualified applications after the interview process, will be given a waiting list number to ensure the "first come" is the "first served."

Westlake Academy will exclude from admission any student who has a documented history of criminal offense, juvenile court adjudication, or discipline problems under TEC, Chapter 37, Subchapter A.

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

Westlake Academy is committed to ensuring equity in education and obtaining and maintaining a diversified student and staff population.

Westlake Academy's mission is based upon helping children reach their fullest potentials while enhancing the international climate of the entire community. These admissions policies are student-centered with the aim of reaching more children in need of this unique program regardless of their background:

- The policy offering services on a "first come, first served" basis serves Westlake Academy's mission of equally respecting the rights of all people in its service area
- The policy of offering a lottery system once the school has reached its capacity, likewise, serves the mission of respecting and treating people fairly and opening the school to students from diverse family circumstances
- The policy of excluding students who have a documented history of criminal offense, juvenile court adjudication, or discipline problems supports the school's mission of expecting all students to follow school behavioral guidelines.

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XIII. Governance Structures and Processes (Scored by Review Committee)

A. What steps will be taken to maintain continuity between the founding coalition's vision and future governing boards?

Due to the fact that the founding coalition will be the future governing board, maintaining continuity of the founder's vision will not be an issue. The Board of Director's terms of office are staggered which will ensure that the new community leaders will be able to contribute and that there will a continuity of the founding coalition's vision as described in the application.

To ensure consistency the Northwest Regional Educational Laboratory suggested the following guidelines:

Roles and Responsibilities of the Board

- Determine and uphold the school's mission and vision
- Select the Executive Director
- Support the Director and review his or her performance
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Serve as a court of appeals
- Assess its own performance and recruit new members

Traits and characteristics of a good board member

- A board member should have three of these in any combination:
- Industry—willingness to commit the time and energy to the work that needs to be done
- Intellect – intelligent people who understand education, including the "big picture" of education
- Expertise – individuals with experience in real estate, law, or other skilled practitioners
- Affluence – individuals or corporations can contribute funds as well as in-kind donations (NOTE: This characteristic alone is no reason to include someone on the board)
- Influence – political, social, economic
- Leadership – proven skills in more than one setting
- Time – available time and willingness to commit that time to the board

B. Describe the roles and responsibilities of the board(s). If the governance structure includes more than one board, e.g., a school board that is separate from the board of the sponsoring entity, articulate the responsibilities assigned to each of the boards. Remain cognizant of the fact, that the sponsoring entity is ultimately responsible for the school's compliance with the charter.

The Board of Trustees is aware that upon granting of the charter that they will be responsible for setting school policy, ensuring that the mission of the school is upheld and governing the school in accordance with its bylaws, charter, and state and federal statutes.

The Board will immediately establish and appoint the following committees to effectively address charter school related issues:

- School district and Regional Service Center Relations
- Curriculum
- Public information

The central theme of governance will be based on the **Accelerated School Model** where parents, learners, community members, and Board Members, along with the school staff, have decision-making power in the learning activities, management and governance of the school. This governance/organizational reform model was developed by Dr. Henry M. Levin, of Cornell University. The most powerful aspect of the **Accelerated School Model** as a governing Model is that of shared decision-making with all stakeholders.

C. Describe the procedures for receiving and responding to complaints from both parents and employees.

The policies will be provided in both the Student and Faculty/Staff Handbook.

Parents

If a parent has a complaint about an incident in the classroom, he/she should first attempt to resolve the situation by speaking with the teacher. If an amicable resolution cannot be reached, the parent should set an appointment to speak with the Principal. If satisfaction is still not achieved, the parent may set a meeting with the Director. The next level of complaint resolution is to present the situation to the Board of Trustees at the next regularly scheduled meeting and request action. If the parent is still not satisfied, he/she may contact the Charter Schools Division of the Texas Education Agency and/or the State Board of Education.

Employee

If an employee has a complaint about anything occurring at the school or regarding his/her employment, he/she should first appeal to resolve the situation by speaking with the Principal. If satisfaction is not achieved, the employee may set a meeting with the Director. The next level for complaint resolution is to present the situation to the Board of Trustees at the next regularly scheduled meeting and request action. If the employee is still not satisfied, he/she may contact the Charter Schools Division of the Texas Education Agency and/or the State Board of Education.

D. **What steps will be taken to facilitate a productive relationship between administrators and teachers?**

Westlake Academy will be committed to providing a pleasant and safe work environment. Salaries will be paid commensurate with the related responsibilities. Westlake Academy will provide teachers/staff with clear and exact job descriptions, which specify job requirements. Teachers will be advised periodically as to their level of performance and developmental needs. Opportunities for in-service and other training will be provided to encourage professional growth. The administration will invite all staff members to report and discuss potential work-related problems, ideas, and improvement, and any actions contrary to policy of a regular basis through the use of formal and informal staff meetings.

Lines of two-way communication will remain open at all times. Bi-monthly faculty meetings and weekly updates will ensure that each employee is a valuable and integral part of the school.

The leadership style will be one conducive to collaboration between all stakeholders at Westlake Academy. Creative, out-of-the-box thinking will be encouraged. A recognition program to promote facilitation of ideas will be implemented.

E. **Discuss the nature of parental and student involvement in decision-making matters.**

The governance structure of Westlake Academy will consist of the Board of Directors. The Board will provide guidance on management and on the integrity of the educational programs consistent with Westlake Academy's vision and goals.

The president and vice-president of the Parents Club will serve as advisory members of the Board of Directors. These individuals, who will be elected by their peers, will represent the families' interest. The Parent

Club officers will be responsible for bringing to the Board's attention those issues, concerns and questions expressed by the parent/student community related to the instruction and education of their children.

Westlake Academy will provide parents and students with the opportunity to be active members in the decision-making process. The Parent Club will avail families with the opportunity to participate, and the Student Council will provide the same for students of all grade levels.

A campus leadership team will also be implemented. The team will consist of:

- Three faculty representatives – one from the elementary school, one from the middle school, and one from the high school
- Three parent representatives – one from the elementary school, one from the middle school, and one from the high school
- Three students – one from the elementary school, one from the middle school, and one from the high school
- Two community representatives
- The leadership team meeting will be attended by the Principal and Executive Director

F. **Specify the extent to which any private entity will be involved in the operation of your charter school. Identify any members of the governing board or officers of the charter school who are affiliated with the entity.**

There are no private entities involved in the operation of Westlake Academy.

Attachments

Attachment 1

501 C 3

As a governmental entity a document of instrumentality will be utilized.

Correspondence from Mary Perry, of the TEA Charter School Division, verifies the use of such instrumentality.

The Town of Westlake's resolution authorizing such instrumentality is included.

Diann Rozell - RE: Charter application

From: "Perry, Mary" <MPerry@tea.state.tx.us>
To: "'Diann Rozell" <Rozell@coefs.coe.unt.edu>
Date: 02/05/2001 7:50 AM
Subject: RE: Charter application

You do not need to include letters of recommendation.

Following is the response that I received from Charles Moody, TEA attorney (512-463-9720) about your initial question-

'm not familiar with letters of instrumentality, but I assume from the description that they are what municipalities use to document that they are tax-exempt as instrumentalities of the State. I certainly do not think that providing that instead of a 501(c)(3) is a problem; governmental entities are one of the types of entities eligible to be charter holders under 12.101.

You're right that much of Section I of the application ("Evidence of eligibility of sponsoring entity") is premised on the idea of a nonprofit corporation. But I think that a municipality would just have to provide whatever comes closest to the description. For example, they must have by-laws or some equivalent document that defines the duties of municipal officers. And they could provide biographical affidavits of the aldermen. They would not really need a credit report or recent IRS filing.

I'm not sure how helpful that is. Please tell Diann to feel free to call me if they have more specific questions.

-----Original Message-----
From: Diann Rozell [mailto:Rozell@coefs.coe.unt.edu]
Sent: Friday, February 02, 2001 1:53 PM
To: mperry@tmail.tea.state.tx.us
Subject: Charter application

Mary, I never heard back from you or legal regarding the 501c3 , but on to other areas of the application.
Since the Generation 8 application is most specific in regards to attachments, am I to believe that letters of recommendation are not to be included?
Thanks for your feedback. Diann

00097

TOWN OF WESTLAKE

RESOLUTION NO. 01-05

A RESOLUTION ORDERING THE CREATION OF A NONPROFIT CORPORATION PURSUANT TO THE TEXAS NON-PROFIT CORPORATION ACT, APPROVING ARTICLES OF INCORPORATION AND BYLAWS FOR, AND APPOINTING THE INITIAL DIRECTORS OF, THE CORPORATION, APPOINTING CERTAIN CONSULTANTS, AND RESOLVING RELATED MATTERS

WHEREAS, this Board of Aldermen (the "Board"), as the governing body of the Town of Westlake, Texas (the "Town"), hereby find that it is in the public interest that a non-profit corporation (the "Corporation") be created under the Texas Non-Profit Corporation Act (the "Act") to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities;

WHEREAS, the Act empowers, among other things, the Corporation to acquire a charter, pursuant to Chapter 12, Subchapter D of the Education Code (the "Education Code"), provide education services, and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code and/or other law;

WHEREAS, it is the intent of this Board that the Corporation shall have all powers authorized under the Act and other law to enable it to apply for and obtain a charter under the Education Code and provide education services and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code, the Act, and/or other law;

WHEREAS, the Act authorizes the Corporation to issue revenue bonds ("Bonds") and/or to enter into other obligations ("Obligations") that, among other things, will facilitate providing education services and facilities and facilities related thereto;

WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town;

WHEREAS, the Act provides that the directors of the Corporation are to be appointed by the Board;

WHEREAS, the Articles of Incorporation (the "Articles") of the Corporation shall provide that no modification of the Articles or the Bylaws (the "Bylaws") of the Corporation shall take effect unless approved by this Board;

WHEREAS, this Board intends, by the adoption of this Resolution, to take all action necessary to order the creation of the Corporation with all of the corporate powers and authority granted under the Act and other law;

WHEREAS, the meeting at which this Resolution has been considered was open to the public as required by law, and public notice of the time, place, and subject of the meeting has been given in accordance with Chapter 551, Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. The findings and declarations contained in the preamble of this Resolution are hereby incorporated as part of this Resolution.

SECTION 2. This Board hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Corporation, to be named as specified in the articles, be created pursuant to the Act to act on behalf of the Town as its duly constituted authority and instrumentality for the purposes and with the powers and authority prescribed by the Act and other law.

SECTION 3. This Board hereby orders the creation of the Corporation and approves the Articles in substantially the form attached to this Resolution as an exhibit, and hereby authorizes the incorporators of the Corporation (as identified in such Articles) to file the Articles with the Secretary of State in accordance with law. In the event that the name for the Corporation specified in the Articles is not available, the incorporators are hereby authorized to change the Corporation's name in the Articles without the further approval of the Town.

SECTION 4. This Board hereby appoints the persons identified in the Articles to serve as the initial Board of Directors of the Corporation.

SECTION 5: This Board hereby approves the initial Bylaws of the Corporation in substantially the form attached to this Resolution as Exhibit A.

SECTION 6: It is intended that the Corporation be a duly constituted authority and instrumentality of the Town within the meaning of regulations and/or revenue rulings of the Treasury Department and/or the Internal Revenue Service of the United States promulgated under Section 115 of the Internal Revenue Code of 1986.

SECTION 7: With respect to the Town and its instrumentalities, the Board of Aldermen hereby appoints Larry Williamson as financial advisor, Thomas Allen Moon as finance counsel, and Jenkens & Gilchrist, P.C. as special finance counsel.

SECTION 8: That this Resolution shall become effective upon the date of its passage.

05093

PASSED AND APPROVED ON THIS 12TH DAY OF FEBRUARY, 2001.

ATTEST:

Scott Bradley, Mayor

Ginger Crosswy, Town Secretary

Trent Petty, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

00180

A-4a

TOWN OF WESTLAKE

RESOLUTION NO. 01-06

A RESOLUTION ORDERING THE CREATION OF A NONPROFIT CORPORATION PURSUANT TO THE TEXAS NON-PROFIT CORPORATION ACT, APPROVING ARTICLES OF INCORPORATION AND BYLAWS FOR, AND APPOINTING THE INITIAL DIRECTORS OF, THE CORPORATION, APPOINTING CERTAIN CONSULTANTS, AND RESOLVING RELATED MATTERS

WHEREAS, this Board of Aldermen (the "Board"), as the governing body of the Town of Westlake, Texas (the "Town"), hereby find that it is in the public interest that a non-profit corporation (the "Corporation") be created under the Texas Non-Profit Corporation Act (the "Act") to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing civic facilities;

WHEREAS, the Act empowers, among other things, the Corporation to acquire, finance, operate, and lease facilities ("Civic Facilities") that will contribute to the economic development, civic improvement, and educational, cultural, and recreational enhancement of the Town;

WHEREAS, it is the intent of this Board that the Corporation shall have all powers authorized under the Act and other law to enable it to acquire, finance, operate, and lease Civic Facilities;

WHEREAS, the Act authorizes the Corporation to issue revenue bonds ("Bonds") and/or to enter into other obligations ("Obligations") that, among other things, will facilitate providing Civic Facilities;

WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town.

WHEREAS, the Act provides that the directors of the Corporation are to be appointed by the Board;

WHEREAS, the Articles of Incorporation (the "Articles") of the Corporation shall provide that no modification of the Articles or the Bylaws (the "Bylaws") of the Corporation shall take effect unless approved by this Board;

WHEREAS, this Board intends, by the adoption of this Resolution, to take all action necessary to order the creation of the Corporation with all of the corporate powers and authority granted under the Act and other law;

WHEREAS, the meeting at which this Resolution has been considered was

open to the public as required by law, and public notice of the time, place, and subject of the meeting has been given in accordance with Chapter 551, Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. The findings and declarations contained in the preamble of this Resolution are hereby incorporated as part of this Resolution.

SECTION 2. This Board hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Corporation, to be named as specified in the Articles, be created pursuant to the Act to act on behalf of the Town as its duly constituted authority and instrumentality for the purposes and with the powers and authority prescribed by the Act and other law.

SECTION 3. This Board hereby orders the creation of the Corporation and approves the Articles in substantially the form attached to this Resolution as an exhibit, and hereby authorizes the incorporators of the Corporation (as identified in such Articles) to file the Articles with the Secretary of State in accordance with law. In the event that the name for the Corporation specified in the Articles is not available, the incorporators are hereby authorized to change the Corporation's name in the Articles without the further approval of the Town.

SECTION 4. This Board hereby appoints the persons identified in the Articles to serve as the initial Board of Directors of the Corporation.

SECTION 5: This Board hereby approves the initial Bylaws of the Corporation in substantially the form attached to this Resolution as Exhibit A.

SECTION 6: It is intended that the Corporation be a duly constituted authority and instrumentality of the Town within the meaning of regulations and/or revenue rulings of the Treasury Department and/or the Internal Revenue Service of the United States promulgated under Section 115 of the Internal Revenue Code of 1986.

SECTION 7: With respect to the Town and its instrumentalities, the Board of Aldermen hereby appoints Larry Williamson as financial advisor, Thomas Allen Moon as finance counsel, and Jenkens & Gilchrist, P.C. as special finance counsel.

SECTION 8: That this Resolution shall become effective upon the date of its passage.

PASSED AND APPROVED ON THIS 12TH DAY OF FEBRUARY, 2001.

00102

A-4c

ATTEST:

Scott Bradley, Mayor

Ginger Crosswy, Town Secretary

Trent Petty, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

00103

A-4d

Attachment 2

Articles of Incorporation

00104

EXHIBIT "A"

December 13, 1956

FIELD NOTES OF PROPOSED INCORPORATION

OF THE TOWN OF WESTLAKE

IN TARRANT AND DENTON COUNTIES, TEXAS

Tract No. 1
1.99 Square Miles

Situated in the Counties of Tarrant and Denton, State of Texas, being a tract of land out of the following Surveys: J. Eads A-392, R. Eads A-393, J. Gibson A-493, J. Bacon A-1565, J. Sutton A-1154, C. Medlin A-823, W. H. Pea A-1145, J. Henry A-528, W. Medlin A-1958, Hrs. of C. M. Throop A-1510, Hrs. of C. Dart A-2003, W. H. Martin A-1068, M. Hunt A-756, G. B. Hendricks A-680, Jesse Gibson A-592, Wm. Huff A-648.

BEGINNING in Denton County at the intersection of the west line of R. Eads Survey A-393 with the south line of Dallas Street (a street leaving the town of Roanoke) said point being the most northerly northwest corner of the herein described tract; THENCE east following along the south line of Dallas Street crossing State Highway No. 114 at 1100' and continuing on a distance of 4625' to a point for corner in the J. Sutton Survey A-1154; THENCE north and crossing County Road a distance of 700 feet to a point for corner in the J. Eads Survey A-392; THENCE east 660 feet to a point for corner in the east line of said Eads Survey; THENCE south with the east line of Eads Survey and the J. Sutton Survey A-1154 a distance of 1600 feet to a point for corner; THENCE southeasterly and at all times 600 feet from and parallel to the northeast line of State Highway No. 114 to a point for corner in the east line of the J. Glenn Turner 119.18 acre tract in the C. Medlin Survey; THENCE south with said Turner's east line 420 feet to point for corner; THENCE southeasterly and all times 200 feet from and parallel to the northeast line a distance of 2600 feet to a point for corner in the east line of the Irene Nesbitt 4 acre tract in the W. H. Pea Survey A-1145; THENCE southwesterly with said Nesbitt tract a distance of 200 feet to a point for corner in the northeast line of State Highway No. 114; THENCE southeasterly with northeast line of said highway a distance 950 feet to a point for corner; THENCE south crossing said highway to a point for corner in the southwest line of highway and the intersection of the northwest corner of the Earl E. Ellis 26.8 acre tract in the W. H. Pea Survey A-1145; THENCE southeasterly with the southwest line of said highway and crossing the Denton-Tarrant County line and continuing on to a point for corner at the intersection of southwest line of highway with west line of County Road No. 3088 in Tarrant County; THENCE south with west line of said county road a distance of 1450 feet to a point for corner; THENCE west a distance of 800 feet to a point for corner; THENCE north a distance of 2200 feet to a point for corner in the north line of Hrs. of C. M. Throop Survey A-1510; THENCE west with north line of said Throop Survey to a point for corner; said point being the northeast corner of the Earl E. Ellis 35-3 acre tract; THENCE south with the east line of said Ellis tract and east line of John A. McGuire 20.86 acre and 83.47 acre tracts to a point for corner in the north line County Road No. 3080, said point also being the southeast corner of said McGuire 83.47 acre tract; THENCE easterly and following the north line of said county road to a point for corner; said point being

in the east line of Hrs. of C. M. Throop Survey A-1510; THENCE south and crossing said county road and following the west line of County Road No. 3088 a distance of 640 feet to a point for corner; THENCE west a distance of 200 feet to a point for corner; THENCE north and at all times 200 feet from and parallel to the west line of county road No. 3088 to a point for corner in the south line of County Road No. 3080; THENCE west and northwesterly following the south line of said county road to a point for corner at its intersection with the east line of the A. M. Tate 11.32 acre tract in the Hrs. of C. M. Throop Survey A-1510; THENCE south with east line of said Tate 11.32 acre tract to a point for corner; said point being the southeast corner of said Tate tract and in the south line of said Throop Survey; THENCE west with the south line of said Tate tract and Throop Survey to a point for corner in the west line of County Road No. 3035; THENCE south and southwest following said west line of county road to a point for corner, said point being the southeast corner of the E. H. Reeder 103.69 acre tract in the W. H. Martin Survey A-1068; THENCE west with south line of said Reeder tract a distance of 2075 feet to a point for corner; said point being the southwest corner of said Reeder tract and in the west line of W. H. Martin Survey A-1068; THENCE north with the west line of said Martin Survey and Reeder tract to a point for corner, said point being at the southeast corner of the M. Hunt Survey A-756; THENCE west with the south line of said M. Hunt Survey to a point for corner; said point being the southwest corner of said Hunt Survey; THENCE north with west line of said Hunt Survey to a point for corner, said point being 200 feet south of south line of County Road No. 4080; THENCE west and at all times 200 feet south of and parallel to the south line of said County Road No. 4080 to a point for corner, said point being 300 feet east of east line of County Road No. 4041; THENCE south and at all times 300 feet east of and parallel to said east line of said County Road No. 4041 to a point for corner; said point being in the south line of the H. S. Thrasher 40 acre tract in the G. B. Hendricks Survey A-680; THENCE west with south line of said Thrasher tract a distance of 300 feet to a point for corner, said point being in the east line of County Road No. 4041; THENCE south with east line of said county road a distance of 660 feet to a point for corner; THENCE east a distance of 300 feet to a point for corner; THENCE south and all times 300 feet east of and parallel to the east line of County Road No. 4041 a distance of 660 feet to a point for corner, said point being in the south line of G. B. Hendricks Survey A-680; THENCE west with said south line of Hendricks Survey and crossing County Road No. 4041 to a point for corner, said point being in the west line of said county road; THENCE north with the west line of said county road to a point for corner, said point being the southeast corner of the J. A. Medford 20 acre tract out of the G. B. Hendricks Survey; THENCE west with south line of said Medford tract a distance of 200 feet to a point for corner; THENCE north and at all times 200 feet west of and parallel to west line of County Road No. 4041 to a point for corner, said point being in the south line of County Road No. 4080; THENCE west with south line of said county road to a point for corner, said point being 600 feet from the east line of County Road No. 4057; THENCE south a distance of 1300 feet to a point for corner, said point being in the south line of the W. T. Sharpless 40 acre tract in the Jesse Gibson Survey A-592; THENCE west with the south line of said Sharpless tract to a point for corner, said point being in the east line of County Road No. 4057; THENCE south with the east line of said county road to a point for corner, said point being the northwest corner of the Margie Wood 6 acre tract in the Jesse Gibson Survey A-592; THENCE east with north line of said Wood

tract a distance of 200 feet to a point for corner; THENCE south and at all times 200 feet from and parallel to the east line of County Road No. 4057 to a point for corner, said point being in the south line of the Margie Wood 6 acre tract; THENCE west with the south line of said Margie Wood tract and crossing said County Road No. 4057 to a point for corner, said point being in the west line of said county road; THENCE north with the west line of said county road to a point for corner, said point being the southeast corner of the H. C. Winterbauer 40 acre tract in the Jesse Gibson Survey; THENCE west with south line of said Winterbauer tract a distance of 200 feet; THENCE north to a point for corner, said point being in the north line of said Winterbauer tract; THENCE east with north line of said Winterbauer tract to a point for corner, said point being the northeast corner of said Winterbauer tract and in the west line of County Road No. 4057; THENCE north with the west line of said county road to a point for corner, said point being the southeast corner of the J. Glenn Turner 40 acre tract in the Jesse Gibson Survey A-592; THENCE west with the south line of said Turner 40 acre tract to a point for corner, said point being the southwest corner of said Turner 40 acre tract and in the east line of the J. Glenn Turner 81.3 acre tract; THENCE south with the east line of said 81.3 acre tract a distance of 290 feet to a point for corner; THENCE west with an east prolongation of the south line of the J. Glenn Turner 98.8 acre tract in the Wm. Huff Survey A-648 and continuing with south line of said tract to a point for corner, said point being 400 feet east of the east line of County Road No. 4060; THENCE south and at all times 400 feet from and parallel to the east line of said county road to a point for corner, said point being in the south line of the Gunnels 40 acre tract in the Wm. Huff Survey; THENCE west with south line of said Gunnels tract a distance of 400 feet to a point for corner, said point being the southwest corner of said 40 acre tract and in the east line of County Road No. 4060; THENCE north with east line of said county road and the west line of said Gunnels tract to a point for corner, said point being 200 feet from south line of the J. Glenn Turner 98.8 acre tract; THENCE east and 200 feet north of and parallel to the south line of said Turner tract and an east prolongation of said south line to a point for corner, said point being 200 feet west of the east line of J. Glenn Turner 81.3 acre tract in the Jesse Gibson Survey A-592; THENCE east 200 feet north of and at all times parallel to the south line of the J. Glenn Turner 40 acre tract to a point for corner, said point being in the west line of County Road No. 4057; THENCE north and northwest with the west line of said county road to a point for corner, said point being in the north line of the Jesse Gibson Survey A-592; THENCE west with the north line of said Gibson Survey a distance of 200 feet to a point for corner; THENCE north and crossing the J. Bacon Survey A-1565 and the Tarrant-Denton County line to a point for corner, said point being in the north line of the Frank Wright 2 acre tract in the R. Eads Survey A-393; THENCE east with the north line of said Wright tract a distance of 300 feet to a point for corner, said point being the Northeast Corner of said Wright tract and in the west line of County Road to Roanoke; THENCE northwest and northwesterly following the west line and south line of said county road to a point for corner, said point being 350 feet east of and at right angles to the west line of R. Eads Survey; THENCE southwesterly a distance of 150 feet to a point for corner; THENCE northwesterly 150 feet from and at all times parallel to the southwest line of county road to Roanoke to a point for corner, said point being in the west line of the J. Bacon Survey A-1565; THENCE north

with the west line of said J. Bacon Survey and the center line of a county road to a point for corner, said point being the northwest corner of the J. Glenn Turner 6.5 acre tract in the J. Bacon Survey; THENCE east with north line of said 6.5 acre tract to an inner corner of said tract, said corner being in the east line of J. Bacon Survey; THENCE south with east line of said Bacon Survey to a point for corner, said point being the southeast corner of said 6.5 acre tract and in the northeast line of county road leaving Roanoke; THENCE southeast east and south with the northeast, north and east line of county road and crossing the Denton-Tarrant County line to a point for corner, said point being in the east line of County Road No. 4057 and the Northwest corner of the R. B. Carpenter 20 acre tract in the Jesse Gibson Survey A-592; THENCE east with North line of said Carpenter tract a distance of 300 feet to a point for corner; THENCE south and at all times 300 feet from and parallel to the east line of County Road No. 4057 to a point for corner, said point being in the south line of said Carpenter tract; THENCE west with south line of said Carpenter tract to a point for corner, said point being the southwest corner of said Carpenter tract and in the east line of County Road No. 4057; THENCE south with east line of said county road and continuing on to a point for corner, said point being in the southeast corner of the R. A. Carpenter 20 acre tract; THENCE east with south line of said Carpenter tract and continuing on with the north line of county road No. 4080 to a point for corner, said point being 700 feet from the southeast corner of the A. H. Wilde Land in the G. B. Hendrick Survey A-680; THENCE north and parallel to the east line of said Wilde Tract a distance of 1000 feet to a point for corner, thence east 700 ft to a point for corner said point being in the east line of said Wilde tract; THENCE south with east line of said Wilde tract a distance of 1000 feet to a point for corner, said point being the southeast corner of said Wilde tract and in the north line of County Road No. 4080; THENCE northeast and east with the north line of said county road to a point for corner, said point being 1200 feet west of east line of County Road No. 4026; THENCE north a distance of 1600 feet to a point for corner; THENCE east and crossing said county road at 1200 feet and continuing on to a point for corner, said point being 200 feet east of the east line of said county road; THENCE south and at all times 200 feet from and parallel to the east line of said county road to a point for corner, said point being in the south line of the M. L. Roberts 40 acre tract in the Hrs. of C. M. Throop Survey A-1510; THENCE west with south line of said Roberts tract a distance of 200 feet to a point for corner, said point being the southwest corner of said Roberts tract and in the east line of County Road No. 4026; THENCE south with the east line of said county road and the east with the north line of County Road No. 3080 to a point for corner; THENCE south with east line of said county road to a point for corner, said point being the Northwest corner of the John McGuire Land; THENCE east with the north line of the said McGuire tract to a point for corner, said point being the southeast corner of the B. A. Zwald 136-1/3 acre tract; THENCE north with the east line of said Zwald tract to a point for corner, said point being 400 feet from the north line of Hrs. of C. M. Throop Survey, THENCE west and 400 feet south of and parallel to the north line of said Throop Survey to a point for corner, said point being a south prolongation of the east line of the A. C. Heath land in the W. H. Pea Survey A-1145; THENCE north to a point for corner, said point being the southeast corner of said Heath tract and in the south line of W. H.

00103

A-10

Pea Survey, THENCE west with south line of said W. H. Pea Survey a distance of 600 feet to a point for corner; THENCE north 600 feet west of and parallel to the east line of A. C. Heath tract to a point for corner, said point being in the southwest line of State Highway No. 114; THENCE northwest with the southwest line of said highway to a point for corner, said point being the north east corner of the B. K. Heath 4 acre tract in the W. H. Pea Survey; THENCE south with east line of said Heath tract to a point for corner in the southeast corner of said tract; THENCE west with south line of said tract and continuing across county road to a point for corner; THENCE south with west line of said county road to a point for corner, said point being in the southeast corner of the Max Cohen 83.43 acre tract in the C. Medlin Survey A-823; THENCE west with south line of said Cohen tract and continuing along the the south line of the J. Glenn Turner 243.52 acre tract to a point for corner in the southwest corner of the said Turner tract and the C. Medlin survey; THENCE north with the west line of said Turner tract and Medlin survey to a point for corner, said point being in the southwest line of State Highway No. 114; THENCE northwest with the southwest line of said highway to a point for corner, said point being 200 feet south and measured perpendicular from the south line of county road leaving Roanoke; THENCE west and at all times 200 feet from and parallel to the south line of said road to a point for corner, said point being in the west line of the R. Eads Survey A-393; THENCE north with the west line of said Eads survey to the point of beginning, and covering a tract of land containing 1.99 square miles.

00109

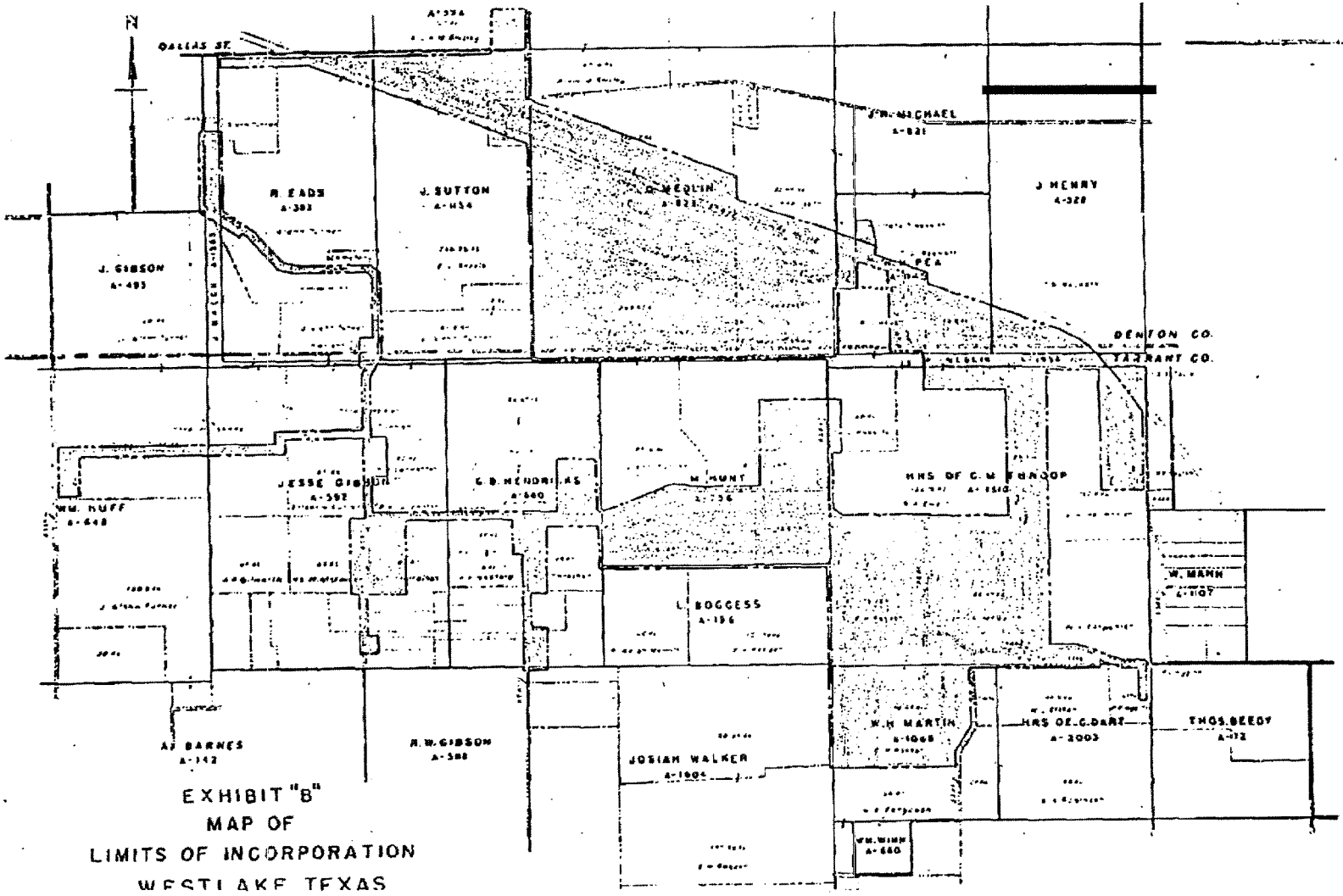


EXHIBIT "B"
MAP OF
LIMITS OF INCORPORATION
WESTLAKE TEXAS

Attachment 3

By-Laws

As a governmental entity the Town of Westlake does not have Bylaws.

The By-Laws for the instrumentality of the Westlake Academy Corporation are included.

BYLAWS
of
WESTLAKE ACADEMY CORPORATION

ARTICLE I
POWERS AND OPERATIONS IN GENERAL

SECTION 1.1. Powers of Corporation. The Westlake Academy Corporation (the "Corporation") shall have all of the powers and authority granted to non-profit corporations under the Texas Non-Profit Corporation Act, TEX. REV. CIV. STAT. ANN. Art. 1396 (Vernon 1997), as amended (the "Act").

SECTION 1.2. Records. The Corporation shall keep complete corporate and financial records and minutes of the proceedings of its board of directors (the "Board") and of committees (if any) of the Board in accordance with applicable law. The records and minutes shall be made available for inspection at all reasonable times by any member of the Board (any member, a "Director") or by the Director's authorized agent or by any authorized representative of the Town of Westlake (the "Town").

SECTION 1.3. Regulations. The Corporation, by action of the Board, may promulgate regulations (the "Regulations") governing the Corporation's operation. The Regulations shall not conflict with, and shall be subject to, these Bylaws and the Corporation's Articles of Incorporation (the "Articles").

SECTION 1.4. Staffing Functions. Staff functions of the Corporation may be performed by employees of the Town, under the direction of the Town Manager, subject to payment by the Corporation of the actual costs of the staff functions to be performed, as from time to time may be billed to the Corporation by the Town. The Corporation shall pay the bills upon receipt (or as promptly thereafter as practicable) from any of its funds available for such payment.

ARTICLE II
BOARD OF DIRECTORS

SECTION 2.1. Management of Corporation. The Board is responsible for the management of the Corporation.

SECTION 2.2. Number, Appointment, Term, Disqualifications, and Removal of Directors. The Board shall consist of seven Directors. The Directors constituting the initial Board are those specified in the Articles. Subsequent Directors (including Directors filling vacancies) shall be appointed by the governing body of the Town. The term of each Director is two years, provided that a Director shall continue to serve until his/her successor is appointed and assumes office. Any Director may be removed at any time (with or without cause) by the governing body of the Town.

SECTION 2.3. Meetings of Directors. (a) The Board may hold its meetings at any place designated (from time to time) by the Board. In the absence of any designation, meetings shall be held at the principal office of the Corporation. Regular meetings of the Board shall be held at such times and places as designated by resolution of the Board. A special meeting of the Board shall be held whenever called by the president or the secretary of the Corporation or by the Board at the time and place specified by the authority calling the special meeting. Unless otherwise indicated in the notice of a special meeting, any matter that may be acted upon by the Board at a regular meeting may be acted upon at a special meeting.

(b) Except as otherwise provided by law, notice to Directors of a regular meeting is not required. Notice of the time and place of each special meeting shall be given to each Director (either by personal delivery, United States mail, telephone, or telecopy) not later than two hours in advance of the meeting. Notice of

any Board meeting to persons other than Directors shall be given if and to the extent required by law.

(c) Attendance of a Director at a meeting shall constitute a waiver by the Director of any notice of meeting, unless the Director attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A waiver of a notice in writing, signed by any person entitled to notice (whether before or after the time for giving the notice) shall be deemed to be the equivalent to the giving of notice.

SECTION 2.4. Quorum. A majority of the number of Directors fixed by these bylaws as constituting the Board shall constitute a quorum for the transacting of the business of the Corporation. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board except as otherwise required by law or by these Bylaws or the Articles.

SECTION 2.5. Order of Business. The Board shall consider the matters before it in such order as the Board may determine.

SECTION 2.6. Committees. The Board, by resolution adopted by a majority of the Directors in office, may designate one or more committees that, to the extent provided in the resolution, shall have the authority of the Board in the management of the Corporation. Each committee shall consist of two or more Directors. Committees that do not have the authority of the Board in the management of the Corporation may be designated by resolution of the Board or by the president of the Corporation, and membership on any committee need not be limited to Directors.

SECTION 2.7 Compensation of Directors. Directors are not entitled to receive any compensation for their services as Directors, except for reimbursement of their actual expenses incurred in the performance of their official duties.

ARTICLE III
OFFICERS

SECTION 3.1. Office Titles. The officers of the Corporation shall be a president, a vice president, a secretary, a treasurer, and such other officers as the Board may from time to time appoint. The same person may hold more than one office, except that the president shall not hold the office of secretary.

SECTION 3.2. Appointment, Term, Removal, Vacancy of Offices. Each officer shall be appointed by the Board for a term of two years and shall continue to serve until his/her successor is appointed and assumes office. Each officer is subject to removal from office (with or without cause) at any time by the vote of a two-thirds majority of the Directors in office. A vacancy in any office shall be filled in the same manner as the original appointment for the unexpired term thereof.

SECTION 3.3 President. The president shall preside at all meetings of the Board. The president is the chief executive officer of the Corporation and, subject to the control of the Board, shall have general charge and supervision of the management of the affairs of the Corporation. The president shall cause all orders and resolutions of the Board to be put into effect. The president shall sign and execute all legal documents and instruments in the name of the Corporation when authorized to do so by the Board, except when the signing and execution thereof is delegated by the Board to some other officer or to an agent of the Corporation.

SECTION 3.4. Vice-President. The vice-president shall, in the event of the absence or disability of the president, discharge the powers and duties of the president, and the vice-president shall perform such additional duties as may be assigned from time to time by the Board.

SECTION 3.5. Secretary. The secretary shall have charge of the records and correspondence of the Corporation under the direction of the president. The secretary is responsible for the giving of notice of meetings of the Board, and the secretary shall attend the Board meetings and shall take and keep minutes of, and record all votes cast at, the meetings. The secretary shall discharge such other duties as may be assigned from time to time by the president or the Board.

SECTION 3.6. Treasurer. (a) To the extent not otherwise provided in any resolution of the Board relating to the issuance of bonds or other obligations of the Corporation or to instruments authorized by the Board to provide security therefor, the treasurer shall have the custody of all the funds and securities of the Corporation and shall deposit them to the credit of the Corporation in such banks or other depositories as the Board may designate.

(b) The treasurer shall keep proper books of account and other records showing at all times the amount of the funds and other property belonging to the Corporation and of all receipts and disbursements of the Corporation. The treasurer shall, under the direction of the Board, disburse all money and sign all checks and other instruments drawn on or payable out of the funds of the Corporation and shall also make such transfers and other dispositions of the securities of the Corporation as may be ordered by the Board.

(c) The treasurer shall also discharge such additional duties as may be assigned from time to time by the Board. The treasurer shall give bond only if required to do so by the Board. The treasurer shall render to the president and to the Directors an account of all transactions of the treasurer and of the financial condition of the Corporation upon request.

SECTION 3.7. Compensation of Officers. Officers are not entitled to receive any compensation for their services as officers, except for reimbursement of their actual expenses incurred in the performance of their official duties; provided that, the secretary shall be compensated for services rendered.

ARTICLE IV
MISCELLANEOUS PROVISIONS

SECTION 4.1. Time for Taking Effect. These Bylaws shall take effect upon their adoption by the Board.

SECTION 4.2. Resignation. Any Director or any officer of the Corporation may resign at any time. A resignation shall be made by written instrument and shall take effect at the time specified therein or, if no time is so specified, at the time of its receipt by the president or the secretary of the Corporation. The acceptance of a resignation is not necessary to make it effective unless expressly so provided in the instrument of resignation.

SECTION 4.3. Fiscal Year. The fiscal year of the Corporation shall be the annual period determined by resolution of the Board.

SECTION 4.4. Seal. The official seal of the Corporation shall be as determined by the Board. The seal shall not be necessary to the proper execution by the officers of the Corporation of any document or instrument unless otherwise specified by the Board.

SECTION 4.5. Special Requirements. The Corporation shall comply with the following special requirements:

(a) The Corporation shall maintain its books and records separate and apart from any other legal entity.
(b) The Corporation shall not commingle its assets with the assets of any other legal entity.

(c) The Corporation shall maintain financial records separate from any other legal entity.
(d) The Corporation shall maintain an "arm-length" relationship with all other legal entities except as it otherwise required by law.
(e) The Corporation shall pay the salaries of its own employees.

SECTION 4.6. Amendments. These Bylaws may be amended at any time, and from time to time, by resolution of the Board, which amendment shall not take effect until approved by the governing body of the Town.

SECTION 4.7. Interpretation. These Bylaws shall be liberally construed to effect the purposes of the Corporation. If any part of these Bylaws is ruled invalid by a court of competent jurisdiction, the remainder of these Bylaws shall remain in effect to the fullest extent possible under the application of such ruling. References in these Bylaws to the singular number shall include the plural and vice versa (unless the context otherwise requires).

29115

Attachment 4

Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[X] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School:
TOWN OF WESTLAKE
[redacted]

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): SCOTT FLOYD BRADLEY

2. Have you ever had your name changed? yes If yes, give reason for the change: [redacted]

   b. Maiden Name (if female) _____

   c. Other names used at any time Occasionally called "Bo" Bradley in College

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: 1256 Main Street, Ste.252, Southlake, Texas 76092
   Business Telephone: (817) 442-5523

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
[redacted]			

7. Education: Dates, Names, Locations and Degrees

College 1959 Odessa College (AA); 1961 Texas Tech University (BA)

Graduate Studies 1964 Southern Methodist University (JD)
1976 Southern Methodist University (LLM in Taxation)

Others

8. List Membership in Professional Societies and Associations: Texas Bar Association; American Bar Association; Life Fellow, Texas Bar Foundation 9.

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE

SEE EXHIBIT A

11. Present employer may be contacted: (Yes) No (Circle One)

Former employers may be contacted: (Yes) No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? YES
If any claims were made on the bond, give details: NONE

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details:

13. List any professional. occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): 09/21/64 - Texas Bar No. 0283000; 01/15/1965 - United States District Court for the Northern District; 12/23/1965 - United States Court of Appea 11/06/1972 - United States Supreme Court; 11/19/1975 - United States Tax Court

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or *regulatory authority, or has such license held by you ever been suspended or* revoked? NO If yes, give details:

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO
If yes, give details: _____

16. Have you ever been adjudged bankrupt? NO, BUT SEE EXHIBIT B

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? YES, SEE EXHIBIT B

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? YES. If so, please furnish details: SEE EXHIBIT C

Dated and signed this 13th day of FEBRUARY, 2001, at SOUTHLAKE, TEXAS

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Scott Bradley
(Signature of Affiant)

State of TEXAS
County of TARRANT

Personally appeared before me the above named Scott Bradley personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 13th day of FEBRUARY, 2001.

(Notary Public)
My commission expires 2004

(SEAL)

JANET L. PERONE
MY COMMISSION EXPIRES
November 21, 2004

Janet L. Perone

EXHIBIT A

Employment Record
Scott Bradley

1994 to Present	Mayor, Town of Westlake, 3 Village Circle, Ste. 207, Westlake, Texas 76202 Title: Mayor
1988 to Present	Bradley & Bradley, P.C., 1256 Main Street, Ste.252, Southlake, Texas 76092 Title: President
1986 -- 1988	Baker & McKenzie, 4500 Trammell Crow Center, 2001 Ross Avenue, Dallas, Texas 75201-2916 Title: Partner
1974 -- 1986	Jenkens & Gilchrist, 1445 Ross Avenue, Ste. 3200, Dallas, Texas 75202 Title: Partner

00120

A-21a

EXHIBIT B

In February 1985, my wife Kelly Pace Bradley and I, dba Paigebrooke Development Company, purchased 200 acres near Roanoke, Texas, which we developed into a residential subdivision. We borrowed almost $6 million from Seguin Savings Association (SSA) to fund the acquisition and development costs.

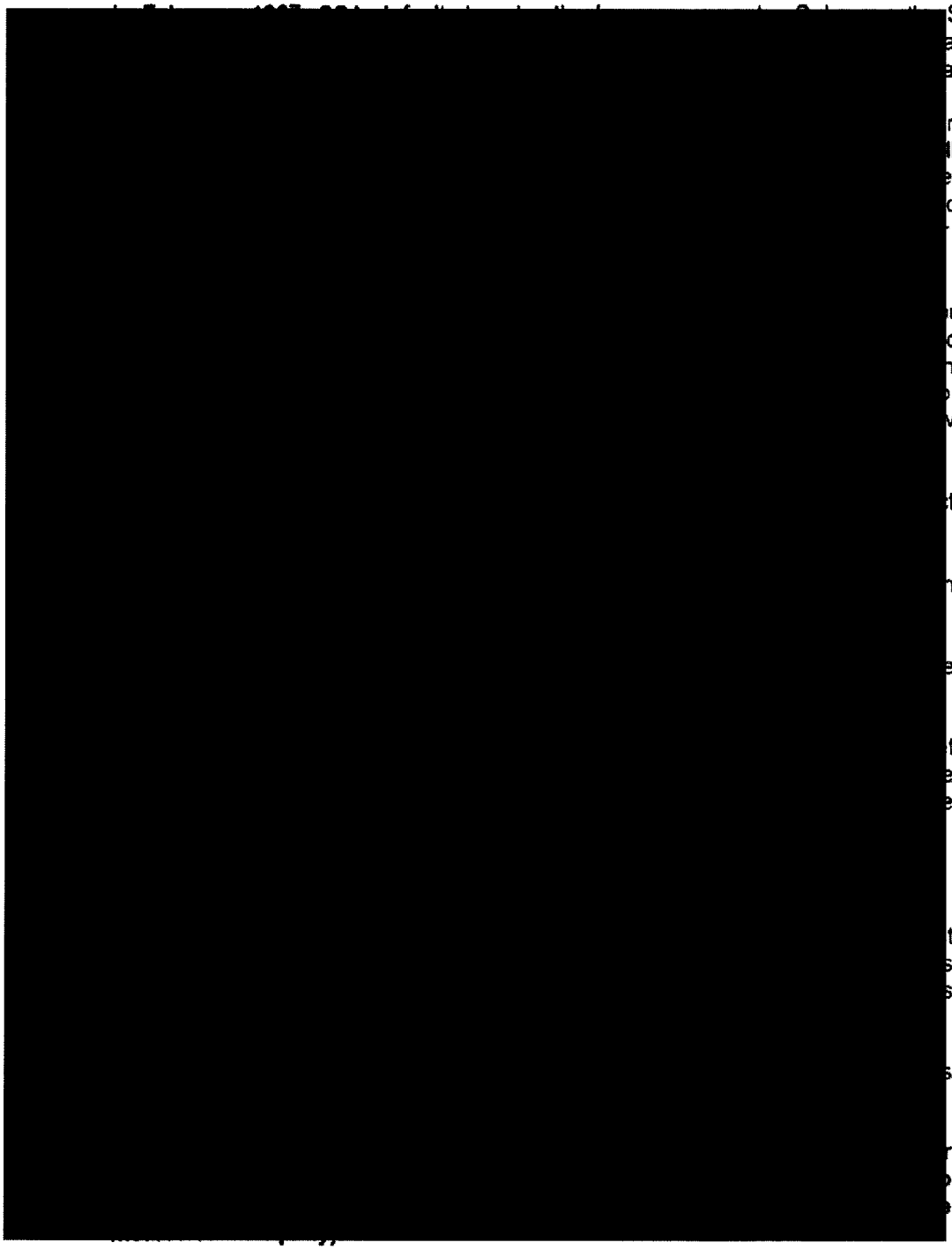
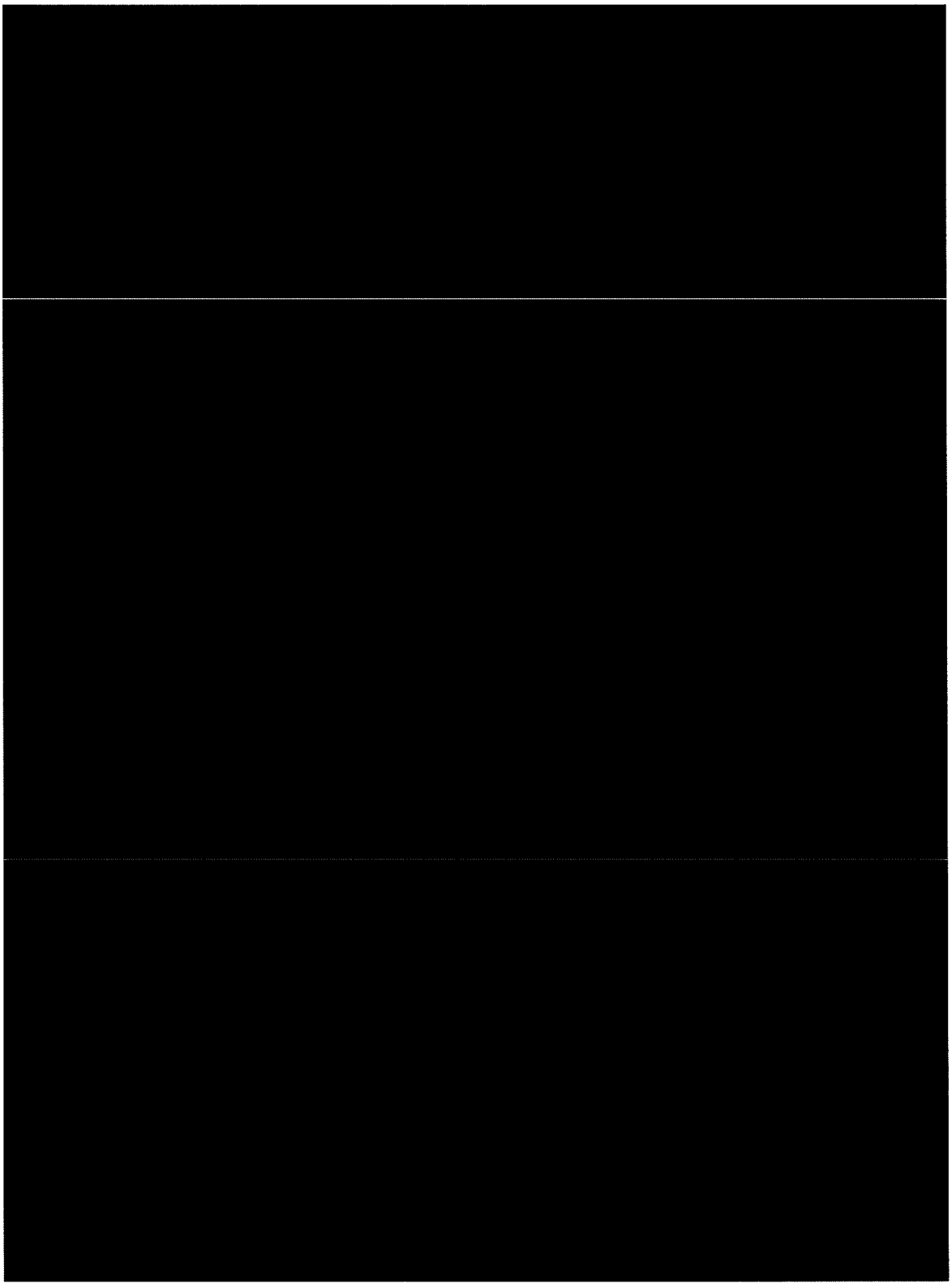


EXHIBIT C



TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[X] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School:

Town of Westlake

Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. *(Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)*

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Truitt DeLee Brown II

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

   b. Maiden Name (if female) _____

   c. Other names used at any time _____

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: 6200 Denton Hwy. Watauga, Tx. 76148
   Business Telephone: 817-834-2702

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1980- present	[redacted]		

00123

7. Education: Dates, Names, Locations and Degrees

College _____

Graduate Studies _____

Others ASA school of Aeronautics, Meacham Field, Ft. Worth, Tx.
Comercial Pilots Degree
Aircraft and Powerplant Degree

8. List Membership in Professional Societies and Associations: _____
Alderman for town of Westlake 9.
Co-Chairman of economics development board

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1978 to present	Browns Auto Supplys	6200 Denton Hwy. Watauga, Tx. 76148 5028 Broadway Ft. Worth, Tx. 76117	

11. Present employer may be contacted: (Yes) No (Circle One)

Former employers may be contacted: (Yes) No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? NO
If any claims were made on the bond, give details: _____

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No
If yes, give details: _____

13. List any professional. occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): _____
A/P 11-16-89 Federal Aviation Administration
Airplane Single & Multiengine land & Centerline Thrust &Instrument &
Commercial Dated 03-10-88 by Federal Aviation Administration

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: _____

00124

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: _____

Dated and signed this 22 day of January, 20 01, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Truitt D Brown II
(Signature of Affiant)

State of Texas
County of Tarrant

Personally appeared before me the above named Truitt D Brown II personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22 day of January, 2001.

(SEAL)

(Notary Public)
My commission expires 2/22/2004

NOTARY PUBLIC STATE OF TEXAS
GINGER CROSSWY
Notary Public
STATE OF TEXAS
My Comm. Exp. 02/22/2004

Gig Crossway

00125

TEXAS EDUCATION AGENCY

OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(MUST BE TYPED and NOTARIZED)

Check all that apply:

[x] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School:

Town of Westlake

Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Francis William Frey, Jr.

2. Have you ever had your name changed? No If yes, give reason for the change:

   b. Maiden Name (if female)

   c. Other names used at any time Bill Frey

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: N/A Retired

   Business Telephone:

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1987 to Present	[redacted]	Westlake, TX	76262

06126

7. Education: Dates, Names, Locations and Degrees

College 1950-1954 Westminster College New Wikmington, PA - BBA

Graduate Studies

Others Gannon University - Erie, PA Management Course
Michigan State University E. Lansing, Mich. Engineering
Harvard University Boston, MA Marketing

8. List Membership in Professional Societies and Associations: None

9.

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1985-1987	General Telephone Co. of Il.	Bloomington, IL.	State VP - General Manager
1981-1985	GTE Telephone Operations	HQ Stamford, CT/Irving,TX	Asst. VP Business Relati
1979-1981	General Telephone Co. of KY	Lexington, KY	VP Revenue Requirements
1977-1979	General Telephone Co. of Southwest	Texarkana, TX	Area Operations Manager
1973-1977	General Telephone Co of SOuthwest	SanANgelo, TX	BUsiness Relations Director

11. Present employer may be contacted: Yes No (Circle One) N/A

Former employers may be contacted: (Yes) No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? No
If any claims were made on the bond, give details:

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No
If yes, give details:

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): None

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details:

00127

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 22 day of January, 20 01, at _____.
I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Francis William Trey Jr.
(Signature of Affiant)

State of Texas
County of Jasper

Personally appeared before me the above named Francis William Trey Jr. personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22 day of January, 20 01.

(SEAL)

GINGER CROSSWY
Notary Public
STATE OF TEXAS
My Comm. Exp. 02/22/2004

(Notary Public)
My commission expires 2/22/04

Gig Crossy

00128

TEXAS EDUCATION AGENCY

OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[X] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School:

Town of Westlake

Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Fred Ehrman Held

2. Have you ever had your name changed? No If yes, give reason for the change:

   b. Maiden Name (if female)

   c. Other names used at any time

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: Retired

   Business Telephone:

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1987	[redacted]	Westlake, Texas	76262

00123

7. Education: Dates, Names, Locations and Degrees

College _____

Graduate Studies _____

Others 1956-1957 USAFI Courses - Retail Principle & Practices

8. List Membership in Professional Societies and Associations: _____
Member Keller Lions Club 9.

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1961 - 1991	Elliott's Hardware	4901 Maple Ave. Dallas, Texas	President - CEO

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? No
If any claims were made on the bond, give details: _____

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No
If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): _____

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: _____

00130

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? Yes. If so, please furnish details: Suits that have been resolved pertaining to town of Westlake as an Alderman

Dated and signed this 23 day of January, 20 01, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Fred E. Heid
(Signature of Affiant)

State of Texas
County of Tarrant

Personally appeared before me the above named Fred E. Heid personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 23 day of January, 20 01.

(SEAL)

LORI L HORAK
MY COMMISSION EXPIRES
May 3, 2004

(Notary Public)
My commission expires May 3, 04

Lori L Horak

00131

TEXAS EDUCATION AGENCY

OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[x] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School: _____

Town of Westlake

Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Larry James Sparrow

2. Have you ever had your name changed? No If yes, give reason for the change: _____

   b. Maiden Name (if female) _____

   c. Other names used at any time _____

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: 4035 Aspen LAne Westlake, TX 76262
   Business Telephone: 817-431-4620

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
10/99 - present	[redacted]		
9/94 -10/99			
5/92 - 9/94			
3/89 - 5/92			

00132

7. Education: Dates, Names, Locations and Degrees

College University of Illinois - CHampaign, Illinoise MBA 198]

Graduate Studies

Others

8. List Membership in Professional Societies and Associations:

9.

10. List complete employment record (up to and including *present jobs, positions,* directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
12/67 - 8/00	GTE		President Wholesale MArkets

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: (Yes) No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? No
If any claims were made on the bond, give details:

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No
If yes, give details:

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): None

14. During the last ten (10) years, have you ever been refused a professional, *occupational* or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details:

00133

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 22 day of January, 20 01, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Larry Sparrow
(Signature of Affiant)

State of Texas
County of Tarrant

Personally appeared before me the above named Larry Sparrow personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22 day of January, 20 01.

(SEAL)
GINGER CROSSWY
Notary Public
STATE OF TEXAS
My Comm. Exp. 02/22/2004

(Notary Public)
My commission expires 2/22/04

Ginger Crosswy

00134

TEXAS EDUCATION AGENCY

OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[X] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School: _____

Town of Westlake - Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Donald Robert Redding

2. Have you ever had your name changed? No If yes, give reason for the change: _____

   b. Maiden Name (if female) _____

   c. Other names used at any time _____

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: N/A

   Business Telephone: _____

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1980 - Present	[redacted]	Westlake, TX	76262

7. Education: Dates, Names, Locations and Degrees

College Kansas State University, Kansas - BA Electrical Engineering/Business Admin

Graduate Studies

Others

8. List Membership in Professional Societies and Associations: N/A

9.

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1961-1991	IBM Corp	Various	Various Engineering & Sales Mngmt.
1991-1994	IBM Corp	Ft. Worth, TX	Marketing Consultant
Currently Retired			

11. Present employer may be contacted: Yes No (Circle One) N/A

Former employers may be contacted: Yes No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? No
If any claims were made on the bond, give details:

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? N/A
If yes, give details:

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination):
1975 Federal Aviation Administration (FAA) Pilots Certificate - (Current)

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? N/A If yes, give details:

15. *Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school?* No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? Yes. If so, please furnish details: Plaintiff Redding vs. Town of Westlake, Defendant Hillwood corp. vs. Scott Bradlet Etal, Plaintiff Countersuit to above

Dated and signed this _____ day of _____, 20_____, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

(Signature of Affiant)

State of Texas
County of Tarrant

Personally appeared before me the above named Donald Robert Redding personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 26 day of January, 20 01.

(SEAL)

(Notary Public)
My commission expires May 8, 20

LORI L HORAK
MY COMMISSION EXPIRES
May 8, 2004

Attachment 5

Credit Report

As a governmental entity the Town of Westlake doe not have a credit report.

Attachment 7

Newspaper Notice of Public Hearing

As a governmental entity, the Town of Westlake is required to post notice of all public hearings. These notices are attached.

Town of Westlake

Where's Westlake
The Big Breakup
Headline News
Around Westlake
Virtual Town Tour
The Town Hall
Meeting Agendas
Westlake History
What's Changed
Search This Site
More Web Links

Welcome to the online home of the Town of Westlake, Texas.

News for the Town's residents:

Westlake 5th grade students are encouraged to participate in the Arbor Day National Poster Contest. The national first place winner will receive a $1000 savings bond and other rewards at the National Awards Weekend in Nebraska City, Nebraska. Click here for more information on the contest.

There will be a meeting of the Westlake Academy organizational team on Tuesday, January 23, 2001, at 7:00 p.m. in the South Dining Room on Campus Circle. Everyone is invited to attend.

The section of Dove Road between Pearson Lane and Precinct Line Road will be closed for approximately four months. We are in the process of rebuilding all of our streets beginning with this section. We are sorry for any inconvenience this may cause. The timing is not the best but could not be helped.

Be aware that there are people working in Westlake who are after your money. See Headline News at the left for more information.

There are new pictures of the Fidelity Investments campus construction progress under the Virtual Town Tour tab on the left.

Trophy Club - Westlake Department of Public Safety

For anyone who would like to assist in police, fire and emergency medical services operations, a DPS Auxiliary is being formed. Call David Brown at 817-431-2879 if you are interested in the auxiliary.

And for those of you wishing more participation, the DPS is looking for volunteer fire fighters. Call the Trophy Club/Westlake fire chief at 817-430-1911, ext. 204 if you would like to learn more about this.



Do you have a high school student looking for a college scholarship?
Texas Student Housing Corporation may have an answer for you.

Please explore this site and learn about Westlake, its past, present,

00140

A-40

Thursday, February 1, 2001 ©2001, The Dallas Morning News The Dallas Morning News dallasnews.com 19A

Officials keep fingers crossed in charter-school bid

By Jaime Jordan
Staff Writer

Town officials are anxiously awaiting the outcome of a State Board of Education committee's review of 18 original charter schools Thursday and Friday.

But the town won't be cheering on the schools up for renewal. In fact, they'll be hoping some schools won't make the cut.

"We would like to have a charter, and whether it's a new one or one that's been tossed out doesn't make a difference to us," Westlake Mayor Scott Bradley said.

State committee reviewing original 18 facilities

Westlake officials announced last last year that the town would apply for its own charter school to open in 2002 with 400 students.

Charter schools are publicly funded schools that are freed from a number of regulations for traditional public schools in order to encourage innovative educational approaches.

But the state, which limits open-enrollment charters to 120, has its fill.

Town leaders are counting on the state revoking some charters so that Westlake will have a shot.

In addition, the town is lobbying against a legislative push calling for a moratorium on new charter schools. A state legislative committee report released in late December pointed out numerous problems with charter schools.

"We're watching it, and we're lobbying" against the moratorium, said Town Manager Trent Petty. "We're right in the middle of it."

Westlake has launched a letter-writing campaign against the freeze.

"Our position is, you don't throw out the concept because one or two of them have failed," Mr. Petty said. "We're not against the provisions in the report. The only thing we don't support is putting a moratorium on it. The concept is a good one."

Representatives from the state's first 18 charter schools, approved in 1995, met with the committee in early January and

Please see TOWN, 2N.

Town hopes for charter school

Continued from Page 1N.

were given a list of items to correct before this week, said DeEtta Culbertson, a Texas Education Agency spokeswoman.

"When the charter schools were approved in 1995, they were issued a charter that was good for five years," Ms. Culbertson said. "At the end, the process in place is to renew or not renew those charters."

Problems ranged from late audits, financial questions, deficits and insufficient data collection, Ms. Culbertson said.

"All of them had something minor that they needed to get fixed before they could get the charter renewed," Ms. Culbertson said.

Some problems were more serious. The Medical Center Charter School in Houston recorded a $207,396 deficit in its financial statements, Ms. Culbertson said.

Many schools have been able to explain or correct problems with their charters. One school's $98,000 deficit was cleared up, and it is operating in the black, Ms. Culbertson said. Another school's deficit resulted from a typographical error.

"Most of them were able to answer to the board as to what the problems were," she said.

John Brooks, a consultant with Millennium Education Consulting Group, which was hired to help Westlake with its charter school application, said one of Westlake's strengths is a strong financial backing.

Mr. Brooks was in Austin this week as part of another conference, but he took the opportunity to visit that state's charter school office.

"No one will guess at this point how these schools are going to fare in the review process," he said. "So we'll just wait and see."

It's up to the committee to decide what to do with schools that fail to make the corrections.

"This is the first round of renewals," Ms. Culbertson said. "As with everything associated with this process, everything is new."

In the meantime, Westlake officials said they are thinking positively.

"It's a great opportunity, and think the area is ready for a charter school," aldermen Buddy Brown said. "So if we get an opportunity we'll take it."

Staff writer Jaime Jordan may be reached at [redacted]news.com and at 817-410-9601, ext. 4967.

TOWN OF WESTLAKE, TEXAS

NOTICE OF INFORMATIONAL MEETING

TO THE CITIZENS OF THE TOWN OF WESTLAKE, TEXAS:

Notice is hereby given that there will be an informational meeting at **7:00 p.m. on Wednesday, January 17, 2001** in the Marriott Hotel, 5 Village Circle, in the Town of Westlake, Texas. The agenda is as follows:

1. Meeting called to order.

2. Discuss creating a Charter School in the Town.

3. Adjournment.

CERTIFICATION

I certify that the above notice was posted on the front door of the Town Hall of the Town of Westlake, 3 Village Circle, Suite 207, Westlake, Texas, on Friday, January 12, 2001 at 5:00 p.m., under the Open Meetings Act, Chapter 551 of the Texas Government Code.

Ginger Crosswy, Town Secretary

00142

A-42

TOWN OF WESTLAKE, TEXAS

NOTICE OF INFORMATIONAL MEETING

TO THE CITIZENS OF THE TOWN OF WESTLAKE, TEXAS:

Notice is hereby given that there will be an informational meeting at **7:00 p.m. on Tuesday, January 23, 2001** in the South Dining Room, Campus Circle, in the Town of Westlake, Texas. The agenda is as follows:

1. Meeting called to order.

2. Discuss creating a Charter School in the Town.

3. Adjournment.

CERTIFICATION

I certify that the above notice was posted on the front door of the Town Hall of the Town of Westlake, 3 Village Circle, Suite 207, Westlake, Texas, on Friday, January 19, 2001 at 5:00 p.m., under the Open Meetings Act, Chapter 551 of the Texas Government Code.

G Cross

Ginger Crosswy, Town Secretary

00143

TOWN OF WESTLAKE, TEXAS

NOTICE OF STRATEGIC PLANNING SESSION

TO THE CITIZENS OF THE TOWN OF WESTLAKE, TEXAS:

Notice is hereby given that there will be a Strategic Planning Meeting at **7:00 p.m. on Tuesday, January 9, 2001** in Suite 207, 3 Village Circle, in the Town of Westlake, Texas. The agenda is as follows:

1. Meeting called to order.

2. Discuss creating a Charter School in the Town.

3. Adjournment.

CERTIFICATION

I certify that the above notice was posted on the front door of the Town Hall of the Town of Westlake, 3 Village Circle, Suite 207, Westlake, Texas, on Friday, January 5, 2001 at 1:00 p.m., under the Open Meetings Act, Chapter 551 of the Texas Government Code.

Ginger Crosswy, Town Secretary

00144

Attachment 8

Public Hearing Registration Log

Westlake Academy
Informational Meeting
January 23, 2001 - 7:00PM

Please print your name and the other requested information if you desire to be added to the mailing list of people interested in the creation of *Westlake Academy*.

Name	Address	Phone #	Fax #	E-mail
Sally [illegible]	2 Riviera Ct	[redacted]	817 [redacted]	[redacted]
Diane [illegible]	9 Woodlands TC	[redacted]	Same	[redacted]
Billy Hughes	216 Inverness TC.	[redacted]		[redacted]
Treat [illegible]	1021 Simmons [illegible]			
Rick Weaver	236 Oak Hill Dr TC 76262			
Sharon Sanders	[redacted]	[redacted]		
Hank Barry	1471 Applewood Dr Keller	[redacted]		

00143

A-49

Westlake Academy
Informational Meeting
January 17, 2001 - 7:00PM

Please print your name and the other requested information if you desire to be added to the mailing list of people interested in the creation of *Westlake Academy*.

Name	Address	Phone #	Fax #	E-mail
Stephen Thornton	[redacted]			[redacted]
Paula Thornton	[redacted]			[redacted]
Sharon Sander	[redacted]			[redacted]
Richard WEAVER	236 OAK Hill Drive [illegible]			[redacted]
Cynthia Daneshfar	3 Chimney Rock [illegible] TC	[redacted]		[redacted]
[illegible]	18 Hillcrest Ct [illegible]			
Bill Frey	[redacted]			
Trent [illegible]	3 [illegible] Circle [illegible] 707 Westlake [illegible] 430-0741			
(Cell # 817 291-2782)	FAX (817) 491-0635	[redacted]		
SCOTT BRADLEY	[redacted]	WESTLAKE, TX 76262-[illegible]		
[illegible] Bradley	- Same as Above	[redacted]		

00143

A-48

Westlake Academy

Informational Meeting

January ~~17~~ 9th, 2001 - 7:00PM

Please print your name and the other requested information if you desire to be added to the mailing list of people interested in the creation of Westlake Academy.

Name	Address	Phone #	Fax #	E-mail	Fax/Home
Hank Berry	1471 Applewood Dr Keller Tx				[redacted]
Larry Spannon	4035 Aspen Lane Westlake				[redacted]
Allen Heath	5944 Stagecoach Circle Westlake	817-491-9140			[redacted]
Melinda Cline	24 Skyline Dr Trophy Club Tx 76262				[redacted]
Paula Thornton	[redacted] Westlake 76262				[redacted]
Sally Michalak	21 Riviera Crt Trophy Club 76262				[redacted]
Rick + Laura Weaver	236 Oak Hill Trophy Club 76262				[redacted]
Debra Heath	[redacted] Westlake				[redacted]
Terry Christlieb	43 Cimarron Dr Trophy Club Tx 76262				[redacted]
Cynthia Danesh Fan	3 Chimney Rock Dr TC. 76262				[redacted]
Diane [illegible]	9 Woodlands Ct Trophy Club	(817) 430-4371			[redacted]
Carmina Freire	2 Crooked Creek TC 76262				[redacted]
E-mail	[redacted]				

00147

Westlake Academy
Informational Meeting
January 17, 2001 - 7:00PM

9

Please print your name and the other requested information if you desire to be added to the mailing list of people interested in the creation of *Westlake Academy*.

Name	Address	Phone #	Fax #	E-mail
Luke Schmidt	P.O. Box 996 Keller 76244	[redacted]		[redacted]
Stan Key	105 Killdeer Ct. Southlake 76092	[redacted]		
TERESA ENGLISH	6100 IRON HORSE DR NRH	[redacted]		[redacted]
Stephen Thornton	[redacted]	[redacted]		
Beth Murray	28 Monterey Dr. Trophy Club	[redacted]		[redacted]
Janice Chilton	4 Greenhill Tr. Trophy Club, TX 76262			[redacted]
Sharon Sarden	[redacted] Westlake, TX 76262	[redacted]		[redacted]
Richard Myers	300 Lloyd Circle Colleyville, TX 76034	[redacted]		[redacted]
☆ Bill Frey	[redacted]	[redacted]		[redacted]
☆ Dana Gillock	6 Chimney Rock Dr. Trophy Club TX 76262	491-1959		[redacted]

00146

a-46

Attachment 9

Synopsis of Meeting

Synopsis of Meeting

Informational public hearings were conducted on

January 9, 2001
7:00 p.m.
Town Hall
Solana
Westlake, TX

January 16, 2001
7:00 p.m.
Solana Marriot
Westlake, TX

January 22, 2001
7:00 p.m.
IBM Cafeteria
Westlake, TX

The presentation, at each informational meeting, was conducted by three members of the Millennium Education Consulting Group. Each presentation was an extensive overview of the charter school concept which included:

History of charter schools in the United States and in Texas.
History of Westlake Academy
Application Process
Proposed curriculum
Financing of the charter school

After the hour and half presentation, time was made available for a period of questions and answers.

Q. If I work on a charter committee, will my child be guaranteed a place in the school?
A. No, an open-enrollment charter accepts students on a first come, first served basis.

Q. Will students with special needs be accommodated?
A. Absolutely, an open-enrollment charter school is a public school and does not discriminate on any basis.

Q. Is there tuition?
A. No, as other public schools, there is not cost associated with attending an open enrollment charter school.

Q. Will the students wear uniforms?
A. This is a decision to be made by the Board and committee members.

Q. Where will the school be housed?
A. The City Manger is currently in negotiations for the property. As soon as the town is at liberty to release this information, it will be made available to the public.

Attachment 10

Business Arrangements

The financial commitment of the Town of Westlake is reflected in the instrumentality resolution attached.

A RESOLUTION ORDERING THE CREATION OF A NONPROFIT CORPORATION PURSUANT TO THE TEXAS NON-PROFIT CORPORATION ACT, APPROVING ARTICLES OF INCORPORATION AND BYLAWS FOR, AND APPOINTING THE INITIAL DIRECTORS OF, THE CORPORATION, APPOINTING CERTAIN CONSULTANTS, AND RESOLVING RELATED MATTERS

WHEREAS, this Board of Aldermen (the "Board"), as the governing body of the Town of Westlake, Texas (the "Town"), hereby find that it is in the public interest that a non-profit corporation (the "Corporation") be created under the Texas Non-Profit Corporation Act (the "Act") to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities;

WHEREAS, the Act empowers, among other things, the Corporation to acquire a charter, pursuant to Chapter 12, Subchapter D of the Education Code (the "Education Code"), provide education services, and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code and/or other law;

WHEREAS, it is the intent of this Board that the Corporation shall have all powers authorized under the Act and other law to enable it to apply for and obtain a charter under the Education Code and provide education services and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code, the Act, and/or other law;

WHEREAS, the Act authorizes the Corporation to issue revenue bonds ("Bonds") and/or to enter into other obligations ("Obligations") that, among other things, will facilitate providing education services and facilities and facilities related thereto;

WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town;

WHEREAS, the Act provides that the directors of the Corporation are to be appointed by the Board;

WHEREAS, the Articles of Incorporation (the "Articles") of the Corporation shall provide that no modification of the Articles or the Bylaws (the "Bylaws") of the Corporation shall take effect unless approved by this Board;

WHEREAS, this Board intends, by the adoption of this Resolution, to take all action necessary to order the creation of the Corporation with all of the corporate powers and authority granted under the Act and other law;

WHEREAS, the meeting at which this Resolution has been considered was open to the public as required by law, and public notice of the time, place, and subject of the meeting has been given in accordance with Chapter 551, Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. The findings and declarations contained in the preamble of this Resolution are hereby incorporated as part of this Resolution.

SECTION 2. This Board hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Corporation, to be named as specified in the Articles, be created pursuant to the Act to act on behalf of the Town as its duly constituted authority and instrumentality for the purposes and with the powers and authority prescribed by the Act and other law.

SECTION 3. This Board hereby orders the creation of the Corporation and approves the Articles in substantially the form attached to this Resolution as an exhibit, and hereby authorizes the incorporators of the Corporation (as identified in such Articles) to file the Articles with the Secretary of State in accordance with
law. In the event that the name for the Corporation specified in the Articles is not available, the incorporators are hereby authorized to change the Corporation's name in the Articles without the further approval of the Town.

SECTION 4. This Board hereby appoints the persons identified in the Articles to serve as the initial members of the board of directors of the Corporation.

SECTION 5. This Board hereby approves the initial Bylaws of the Corporation in substantially the form attached to this Resolution as an exhibit.

SECTION 6. It is intended that the Corporation be a duly constituted authority and instrumentality of the Town within the meaning of regulations and/or revenue rulings of the Treasury Department and/or the Internal Revenue Service of the United States promulgated under Section 115 of the Internal Revenue Code of 1986.

SECTION 7. With respect to the Town and its instrumentalities, the Board of Aldermen hereby appoints Larry Williamson as financial advisor, Thomas Allen Moon as finance counsel, and Jenkens & Gilchrist, P. C. as special finance counsel.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED ON THIS 12TH DAY OF FEBRUARY, 2001.

ATTEST:

Scott Bradley, Mayor

Ginger Crosswy, Town Secretary

Trent Petty, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

00156

A-55a

Attachment 11

Notice of Intent
As
Appears in Local Newspaper

PUBLISHER'S AFFIDAVIT

I solemnly swear that a true and correct copy of the Notice of Intent to Apply for Open Enrollment Charter was published in *THE KELLER CITIZEN,* a newspaper having general circulation in the counties of Denton and Tarrant, and that the dates that said issues of the newspaper bore in which such notice was published were January 30, 2001.
A copy of the notice as published, clipped from the newspaper is attached hereto.

Pam Nolte

Pam Nolte, Classified Ad Manager

THE STATE OF TEXAS §

§

COUNTY OF TARRANT §

SWORN TO AND SUBSCRIBED BEFORE ME

Pam Nolte

this 6th day of February, 2001, to certify which witness my hand and seal of office.

Malda G. McRay

Notary Public, State of Texas
Printed Name of Notary
My commission expires

MALDA G MCRAY
NOTARY PUBLIC
State of Texas

00158

NOTICE OF INTENT TO APPLY FOR OPEN-ENROLLMENT CHARTER SCHOOL

The Town of Westlake is applying to the State Board of Education for approval to operate an open-enrollment charter school ("charter school") to be located in Westlake, TX. Charter schools are public schools established by nonprofit organizations, institutions of higher education or governmental entities. These schools are publicly funded and are free from many state regulations that apply to other public schools. The following descriptive information about the proposed school is being provided for the benefit of the community in which the school would be located if approved.

Name of the sponsoring entity sponsoring the charter school:
Town of Westlake

Chief Executive Officer of the proposed school:
Scott Bradley

Board members of the sponsoring entity:
Scott Bradley, Mayor
Fred Held, Mayor Pro Tem
Don Redding
Larry Sparrow
Buddy Brown
Bill Frey

Proposed location of school:
Westlake, Texas

Brief description of the school:
Westlake Academy is an open-enrollment charter that will offer an International Baccalaureate rigorous academic curriculum. The school will serve students in grades K-12.

Planned opening date:
Fall 2002

The State Board of Education invites comments about any aspect of the proposed school or its sponsoring entity. Comments must be communicated in the form of a signed letter directed to the State Board of Education. Only letters specifically addressing a proposed school will be considered by the board. Letters may be sent to the following address:

Texas Education Agency
Division of Charter Schools
1701 N. Congress
Austin, TX 78701

Attachment 12

Verification of Mailing

Notice was not mailed to the Town of Westlake since they are the sponsoring entity.

Notice was sent to each member of the Tarrant County and Denton Country Commissioner's Court.

00160

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services. Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:

Scott Armey
110 W. Hickory 3rd floor
Denton, TX. 76201

4a. Article Number 6171

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: (Print Name)

6. Signature (Addressee or Agent)

8. Addressee's Address (Only if requested and fee is paid)

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

7099 3400 0018 9377 6171

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

DOWNTOWN STA USPS AUSTIN TX JAN 2001

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Scott Armey
Street, Apt. No.; or PO Box No.
110 W. Hickory 3rd floor
City, State, ZIP+4
Denton, TX. 76201

PS Form 3800, February 2000 See Reverse for Instructions

00161

7099 3400 0018 9377 6232

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Bobbie Mitchell
Street, Apt. No., or PO Box No.
190 N. Valley Parkway
City, State, ZIP+4
Lewisville, TX. 75067

AUSTIN TX DOWNTOWN STA USPS JAN 30 2001 Postmark Here

7099 3400 0018 9377 6270

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Bobbie J. Mitchell
Street, Apt. No., or PO Box No.
110 W. Hickory 3rd floor
City, State, ZIP+4
Denton, TX. 76201

PS Form 3800, February 2000 See Reverse for Instructions

AUSTIN TX DOWNTOWN STA USPS JAN 30 2001 Postmark Here

Is your RETURN ADDRESS completed on the reverse side?

SENDER:
- ☐ Complete items 1 and/or 2 for additional services. Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):
1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:
Bobbie J. Mitchell
110 W. Hickory St. 3rd floor
Denton, TX. 76201

4a. Article Number 6270

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery 2-1-01

5. Received By: (Print Name)

8. Addressee's Address (Only if requested and fee is paid)

6. Signature (Addressee or Agent)

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

Is your RETURN ADDRESS completed on the reverse side?

SENDER:
- ☐ Complete items 1 and/or 2 for additional services. Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):
1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:
Bobbie Mitchell
190 N. Valley Parkway
Suite 120
Lewisville, TX 75067

4a. Article Number 6232

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery 2-1-01

5. Received By: (Print Name)

8. Addressee's Address (Only if requested and fee is paid)

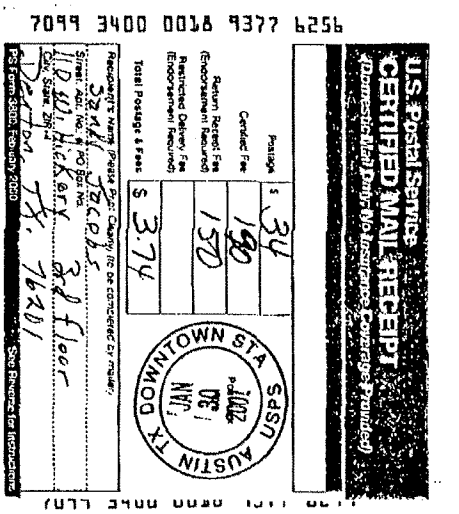
6. Signature (Addressee or Agent)
Anna Mitchell

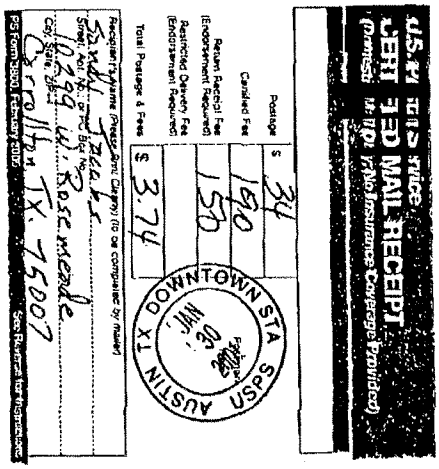
PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

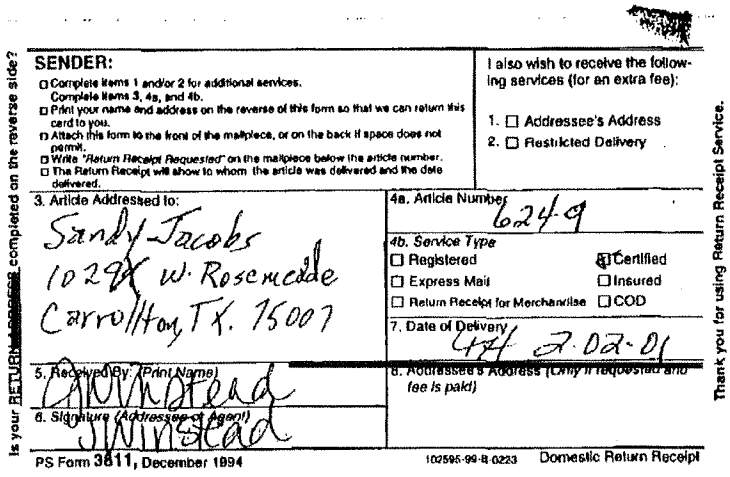
Thank you for using Return Receipt Service.

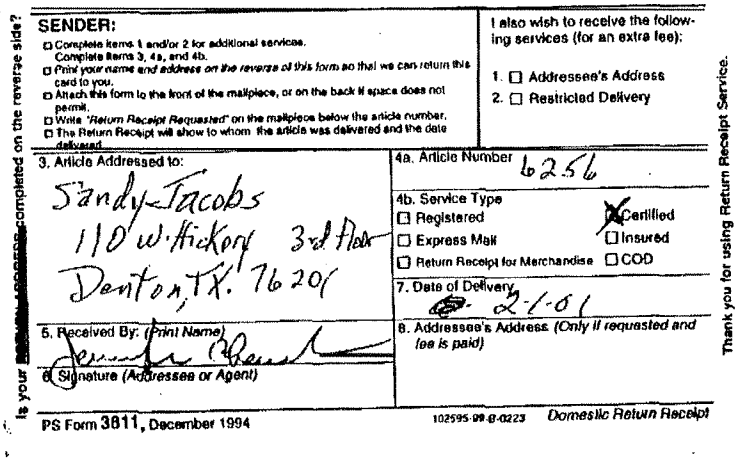
00162

A-61


7099 3400 0018 9377 6256
U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)
Postage $ .34
Certified Fee 1.90
Return Receipt Fee (Endorsement Required) 1.50
Restricted Delivery Fee (Endorsement Required)
Total Postage & Fees $ 3.74
AUSTIN TX DOWNTOWN STA JAN 30 2001 USPS
Recipient's Name (Please Print Clearly) (To be completed by mailer)
Sandy Jacobs
Street, Apt. No.; or PO Box No. 110 W. Hickory 3rd floor
City, State, ZIP+4 Denton, TX. 76201
PS Form 3800, February 2000
See Reverse for Instructions


U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)
Postage $ .34
Certified Fee 1.90
Return Receipt Fee (Endorsement Required) 1.50
Restricted Delivery Fee (Endorsement Required)
Total Postage & Fees $ 3.74
AUSTIN TX DOWNTOWN STA JAN 30 2001 USPS
Recipient's Name (Please Print Clearly) (To be completed by mailer)
Sandy Jacobs
Street, Apt. No.; or PO Box No. 1029 W. Rosemeade
City, State, ZIP+4 Carrollton, TX. 75007
PS Form 3800, February 2000
See Reverse for Instructions


SENDER:
Complete items 1 and/or 2 for additional services.
Complete items 3, 4a, and 4b.
Print your name and address on the reverse of this form so that we can return this card to you.
Attach this form to the front of the mailpiece, or on the back if space does not permit.
Write "Return Receipt Requested" on the mailpiece below the article number.
The Return Receipt will show to whom the article was delivered and the date delivered.
I also wish to receive the following services (for an extra fee):
1. Addressee's Address
2. Restricted Delivery
3. Article Addressed to:
Sandy Jacobs
1029 W. Rosemeade
Carrollton, TX. 75007
4a. Article Number 6249
4b. Service Type
Registered
Certified
Express Mail
Insured
Return Receipt for Merchandise
COD
7. Date of Delivery 1-02-01
5. Received By: (Print Name) J Winstead
6. Signature (Addressee or Agent) J Winstead
8. Addressee's Address (Only if requested and fee is paid)
Is your RETURN ADDRESS completed on the reverse side?
Thank you for using Return Receipt Service.
PS Form 3811, December 1994
102595-99-B-0223
Domestic Return Receipt


SENDER:
Complete items 1 and/or 2 for additional services.
Complete items 3, 4a, and 4b.
Print your name and address on the reverse of this form so that we can return this card to you.
Attach this form to the front of the mailpiece, or on the back if space does not permit.
Write "Return Receipt Requested" on the mailpiece below the article number.
The Return Receipt will show to whom the article was delivered and the date delivered.
I also wish to receive the following services (for an extra fee):
1. Addressee's Address
2. Restricted Delivery
3. Article Addressed to:
Sandy Jacobs
110 W. Hickory 3rd Floor
Denton, TX. 76201
4a. Article Number 6256
4b. Service Type
Registered
Certified
Express Mail
Insured
Return Receipt for Merchandise
COD
7. Date of Delivery 2-1-01
5. Received By: (Print Name)
6. Signature (Addressee or Agent)
8. Addressee's Address (Only if requested and fee is paid)
Is your RETURN ADDRESS completed on the reverse side?
Thank you for using Return Receipt Service.
PS Form 3811, December 1994
102595-99-B-0223
Domestic Return Receipt

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:
Tom Vandergriff
100 E. Weatherford
Ft. Worth, TX 76196

4a. Article Number 6188

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: (Print Name)

8. Addressee's Address (Only if requested and fee is paid)

6. Signature (Addressee or Agent)
FEB 01 2001

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

7099 3400 0018 9377 6188

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ .34
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

DOWNTOWN STA AUSTIN TX USPS JAN 31 2001 Postmark Here

Recipient's Name (Please Print Clearly) (To be completed by mailer)
Tom Vandergriff
Street, Apt. No., or PO Box No.
100 E. Weatherford
City, State, ZIP+4
Fort Worth, TX. 76196

PS Form 3800, February 2000 See Reverse for Instructions

0016;

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write *"Return Receipt Requested"* on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:
J. D. Johnson
100 E. Weatherford
Fort Worth, TX. 76196

4a. Article Number 6225

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: *(Print Name)*

6. Signature *(Addressee or Agent)*

8. Addressee's Address *(Only if requested and fee is paid)*

PS Form 3811, December 1994 FEB 01 2001 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3400 0018 9377 6225

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

DOWNTOWN STA USPS AUSTIN TX JAN 2001

Recipient's Name (Please Print Clearly) (to be completed by mailer)
J. D. Johnson
Street, Apt. No., or PO Box No.
100 E. Weatherford
City, State, ZIP+4
Fort Worth, Texas 76196

PS Form 3800, February 2000 See Reverse

00165

A-64

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:

Glen Whitley
100 E. Weatherford
Ft. Worth, TX. 76196

4a. Article Number 6218

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: (Print Name)

8. Addressee's Address (Only if requested and fee is paid)

6. Signature (Addressee or Agent)

FEB 01 2001

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Is your RETURN ADDRESS completed on the reverse side?

Thank you for using Return Receipt Service.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3400 0016 9377 6218

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

USPS AUSTIN TX DOWNTOWN STA JAN 30 2001 Postmark Here

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Glen Whitley
Street, Apt. No., or PO Box No.
100 E. Weatherford
City, State, ZIP+4
Fort Worth, TX. 76196

PS Form 3800, February 2000 See Reverse for Instructions

00166

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:
Marti Van Ravenswaay
100 East Weatherford
Ft. Worth, Tx. 76196

4a. Article Number 6201

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: (Print Name)

8. Addressee's Address (Only if requested and fee is paid)

6. Signature (Addressee or Agent)

FEB 01 2001

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3400 0016 9377 6201

Postage	$ .34
Certified Fee	1.40
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

DOWNTOWN STA USPS AUSTIN TX JAN 2001

Recipient's Name (Please Print Clearly) (To be completed by mailer)
Marti Van Ravenswaay
Street, Apt. No.; or PO Box No.
100 E Weatherford
City, State, ZIP+4
Fort Worth TX. 76196

PS Form 3800, February 2000

00167

A-66

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services. Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write *"Return Receipt Requested"* on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:

Cynthia White
110 W. Hickory 3rd floor
Denton, TX 76201

4a. Article Number 6263

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery 2-1-01

5. Received By: *(Print Name)*

6. Signature *(Addressee or Agent)*

8. Addressee's Address *(Only if requested and fee is paid)*

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3400 0018 9377 6263

Postage	$ 34
Certified Fee	190
Return Receipt Fee (Endorsement Required)	150
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

USPS AUSTIN TX DOWNTOWN STA JAN 30 2001 Postmark Here

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Cynthia White
Street, Apt. No., or PO Box No.
110 W. Hickory 3rd floor
City, State, ZIP
Denton TX 76201

PS Form 3800, February 2000 See Reverse for Instructions

00163

A-67

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:

Dianne Bagsby
100 East Weatherford
Ft. Worth, Tx. 76196

4a. Article Number 6195

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery

5. Received By: (Print Name) Brenda Sellers

8. Addressee's Address (Only if requested and fee is paid)

Thank you for using Return Receipt Service.

Return Receipt

7099 3400 0018 9377 6195

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

Postage	$ .34
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

USPS AUSTIN TX DOWNTOWN STA JAN 1 '30

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Dianne Bagsby
Street, Apt. No.; or PO Box No.
100 E Weatherford
City, State, ZIP+4
Fort Worth Tx. 76196

PS Form 3800, February 2000 See Reverse for Instructions

00163

A-68

Is your RETURN ADDRESS completed on the reverse side?

SENDER:

- ☐ Complete items 1 and/or 2 for additional services.
  Complete items 3, 4a, and 4b.
- ☐ Print your name and address on the reverse of this form so that we can return this card to you.
- ☐ Attach this form to the front of the mailpiece, or on the back if space does not permit.
- ☐ Write "Return Receipt Requested" on the mailpiece below the article number.
- ☐ The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

3. Article Addressed to:

Jim Carter
110 W. Hickory St. 3rd Floor
Denton, TX. 76201

4a. Article Number 8144

4b. Service Type
☐ Registered ☒ Certified
☐ Express Mail ☐ Insured
☐ Return Receipt for Merchandise ☐ COD

7. Date of Delivery 2-1-01

5. Received By: (Print Name)

6. Signature (Addressee or Agent)

8. Addressee's Address (Only if requested and fee is paid)

PS Form 3811, December 1994 102595-99-B-0223 Domestic Return Receipt

Thank you for using Return Receipt Service.

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7099 3400 0018 9377 8144

Postage	$ .34
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 3.74

USPS AUSTIN TX DOWNTOWN STA JAN 30 2001

Recipient's Name (Please Print Clearly) (to be completed by mailer)
Jim Carter
Street, Apt. No.; or PO Box No.
110 W. Hickory 3rd floor
City, State, ZIP+4
Denton, TX. 76201

PS Form 3800, February 2000 See Reverse for Instructions

00170

Attachment 13

Schedule of Salaries

Proposed Salary Schedule

Chief Executive Officer	$60,000 - $90,000
Principal	50,000 - $80,000
Business Manager	35,000 – $55,000
Teacher	35,000 - $55,000
Academic Counselor	35,000 – $55,000
PEIMS Clerk	25,000 - $30,000

Attachment 14

Sample Employment Contract

The Board is in the process of working with lawyers to prepare various employment contracts.

Attachment 15

Employment Policies

A detailed and thorough Faculty/Staff handbook is in the process of being compiled.

Attachment 16

Administrator's Affidavit

TEXAS EDUCATION AGENCY

OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(MUST BE TYPED and NOTARIZED)

Check all that apply:

[xx] Member of the governing board of the sponsoring entity

[ ] Member of the managing board for the charter school

It should be understood that a board member's resignation is not effective until a replacement is duly appointed by the board and a board member may be personally liable for any actions taken by the board.

[ ] School administrator

Full Name of Sponsoring Entity and Name of Proposed Charter School:

Town of Westlake

Westlake Academy

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Trent O. Petty

2. Have you ever had your name changed? No If yes, give reason for the change:

   b. Maiden Name (if female)

   c. Other names used at any time

3. Social Security Number: [redacted]

4. Date and Place of Birth: [redacted]

5. Business Address: 3 Village Circle Suite 207 Westlake, TX 76262
   Business Telephone: 817-430-4857

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
99 - present	[redacted]		
92 - 99			
91 - 92			

00176

A-75

7. Education: Dates, Names, Locations and Degrees

College Texas Tech University - MPA City Management 1986
University of Texas of The Permian Basin - BA Political Science 1984

Graduate Studies

Others

8. List Membership in Professional Societies and Associations: Rotary, Baylor Hospital, Grapevine
Bd of trustees Chairman North East Leadership Forum International
City Management Association - numerous others

9.

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1998 - Present	Petty & Associates, Inc.	Keller, TX	President
1997 -1999	CMPA, Inc	Grapevine, TX	President
1992 - 1997	City of grapevine	Grapevine, TX	City Manager
1990 -1992	City of grapevine	Grapevine, TX	Assistant City Manager
1988 -1990	City of Lubbock	Lubbock, TX	Assistant to the City Manager

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a) Have you ever been in a position which required a fidelity bond? No
If any claims were made on the bond, give details:

b) Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No
If yes, give details:

13. List any professional. occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination):

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details:

00177

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 23 day of January, 20 01, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

X _____
(Signature of Affiant)

State of Texas
County of Tarrant

Personally appeared before me the above named Trent O. Petty personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 23 day of January, 20 01.

(Notary Public)

(SEAL)

LORI L. HORAK
MY COMMISSION E[illegible]
May 8, 20[illegible]

LORI L. HORAK
MY COMMISSION EXPIRES
May 3, 2004

My commission expires May 3, 2004

Lori R. Horak

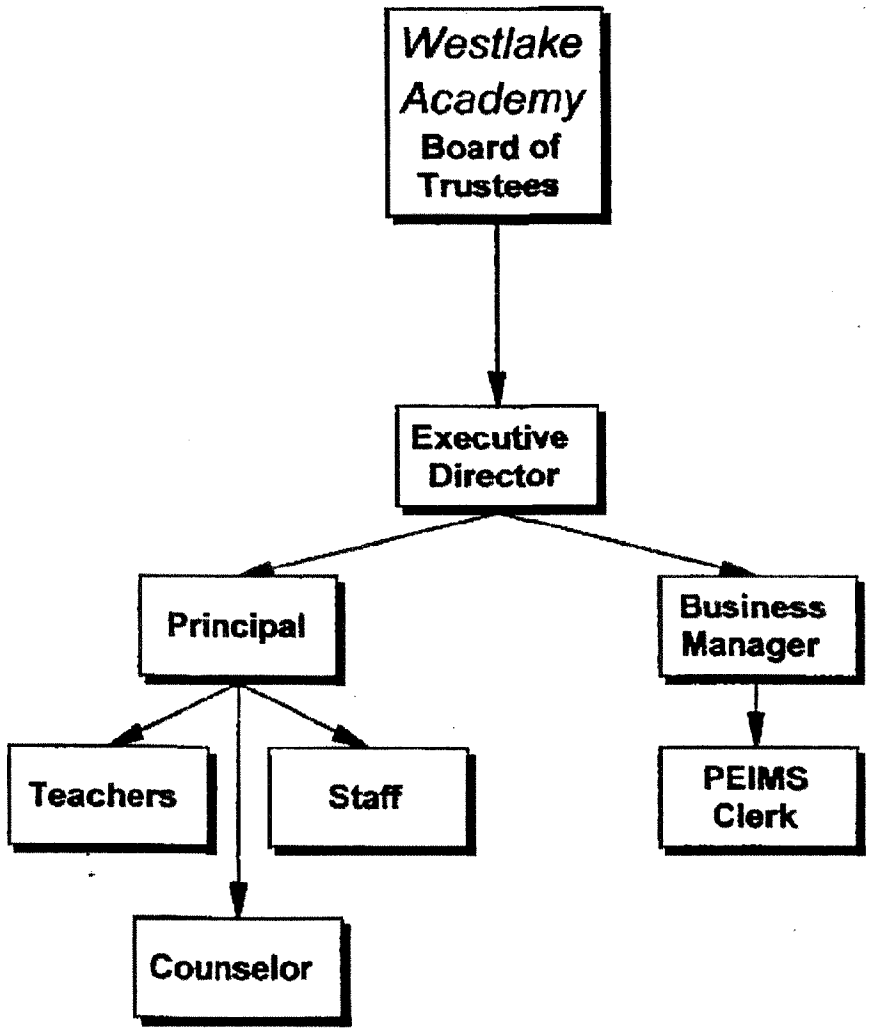
0073

Attachment 17

Organizational Chart

00179

Westlake Academy
Organizational Chart



Attachment 18

Letters of Credit / Private Sources of Funds

The attached instrumentality resolution reflects financial commitment from the Town of Westlake.

A RESOLUTION ORDERING THE CREATION OF A NONPROFIT CORPORATION PURSUANT TO THE TEXAS NON-PROFIT CORPORATION ACT, APPROVING ARTICLES OF INCORPORATION AND BYLAWS FOR, AND APPOINTING THE INITIAL DIRECTORS OF, THE CORPORATION, APPOINTING CERTAIN CONSULTANTS, AND RESOLVING RELATED MATTERS

WHEREAS, this Board of Aldermen (the "Board"), as the governing body of the Town of Westlake, Texas (the "Town"), hereby find that it is in the public interest that a non-profit corporation (the "Corporation") be created under the Texas Non-Profit Corporation Act (the "Act") to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities;

WHEREAS, the Act empowers, among other things, the Corporation to acquire a charter, pursuant to Chapter 12, Subchapter D of the Education Code (the "Education Code"), provide education services, and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code and/or other law;

WHEREAS, it is the intent of this Board that the Corporation shall have all powers authorized under the Act and other law to enable it to apply for and obtain a charter under the Education Code and provide education services and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code, the Act, and/or other law;

WHEREAS, the Act authorizes the Corporation to issue revenue bonds ("Bonds") and/or to enter into other obligations ("Obligations") that, among other things, will facilitate providing education services and facilities and facilities related thereto;

WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town;

WHEREAS, the Act provides that the directors of the Corporation are to be appointed by the Board;

WHEREAS, the Articles of Incorporation (the "Articles") of the Corporation shall provide that no modification of the Articles or the Bylaws (the "Bylaws") of the Corporation shall take effect unless approved by this Board;

WHEREAS, this Board intends, by the adoption of this Resolution, to take all action necessary to order the creation of the Corporation with all of the corporate powers and authority granted under the Act and other law;

WHEREAS, the meeting at which this Resolution has been considered was open to the public as required by law, and public notice of the time, place, and subject of the meeting has been given in accordance with Chapter 551, Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. The findings and declarations contained in the preamble of this Resolution are hereby incorporated as part of this Resolution.

00182

SECTION 2. This Board hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Corporation, to be named as specified in the Articles, be created pursuant to the Act to act on behalf of the Town as its duly constituted authority and instrumentality for the purposes and with the powers and authority prescribed by the Act and other law.

SECTION 3. This Board hereby orders the creation of the Corporation and approves the Articles in substantially the form attached to this Resolution as an exhibit, and hereby authorizes the incorporators of the Corporation (as identified in such Articles) to file the Articles with the Secretary of State in accordance with
law. In the event that the name for the Corporation specified in the Articles is not available, the incorporators are hereby authorized to change the Corporation's name in the Articles without the further approval of the Town.

SECTION 4. This Board hereby appoints the persons identified in the Articles to serve as the initial members of the board of directors of the Corporation.

SECTION 5. This Board hereby approves the initial Bylaws of the Corporation in substantially the form attached to this Resolution as an exhibit.

SECTION 6. It is intended that the Corporation be a duly constituted authority and instrumentality of the Town within the meaning of regulations and/or revenue rulings of the Treasury Department and/or the Internal Revenue Service of the United States promulgated under Section 115 of the Internal Revenue Code of 1986.

SECTION 7. With respect to the Town and its instrumentalities, the Board of Aldermen hereby appoints Larry Williamson as financial advisor, Thomas Allen Moon as finance counsel, and Jenkens & Gilchrist, P. C. as special finance counsel.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

00183

PASSED AND APPROVED ON THIS 12TH DAY OF FEBRUARY, 2001.

ATTEST:

Scott Bradley, Mayor

Ginger Crosswy, Town Secretary

Trent Petty, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

00184

A-82a

Attachment 19

Start-up Budget

Startup Budget for Westlake Academy 2001-2002

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				$0
Estimated Revenues:				
Local Sources	5700			$150,000
State Sources	5800			$0
Federal Sources	5900			$0
Other Sources	7900			$0
Total Estimated Revenues		$0	$0	$150,000
Estimated Expenses:				
Payroll Costs	6100			$100,000
Professional and Contracted Services	6200			$50,000
Supplies and Materials	6300			$0
Other Operating Costs	6400			$0
Debt Expense	6500			$0
Total Estimated Expenses		$0	$0	$150,000
Gains	7950			$0
Losses	8950			$0
Change in Net Assets		$0	$0	$0
Net Assets at End of Year		$0	$0	$0

Attachment 20

Three-year Budget

Charter School Westlake Academy
For the Fiscal Year Ended August 31, Year 1

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				$0
Estimated Revenues:				
Local Sources	5700			$140,000
State Sources	5800			$1,613,935
Federal Sources	5900			$40,000
Other Sources				$0
Total Estimated Revenues		$0	$0	$1,793,935
Estimated Expenses:				
Payroll Costs	6100			$1,130,000
Professional and Contracted Services	6200			$412,000
Supplies and Materials	6300			$180,500
Other Operating Costs	6400			$32,000
Debt Expense	6500			$0
Total Estimated Expenses		$0	$0	$1,754,500
Gains	7950			$39,435
Losses	8950			$0
Change in Net Assets		$0	$0	$39,435
Net Assets at End of Year		$0	$0	$39,435

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			$945,000
Professional and Contracted Services		6200			$10,000
Supplies and Materials		6300			$120,000
Other Operating Costs		6400			$20,000
Debt Expense		6500			$0
Total Instruction			$0	$0	$1,095,000
Instructional Resources and Media Services	12				
Payroll Costs		6100			$25,000
Professional and Contracted Services		6200			$4,000
Supplies and Materials		6300			$40,000
Other Operating Costs		6400			$1,000
Debt Expense		6500			$0
Total Instructional Resources and Media Services			$0	$0	$70,000
Curriculum Development and Instructional Staff Development	13				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$15,000
Supplies and Materials		6300			$3,000
Other Operating Costs		6400			$6,000
Debt Expense		6500			$0
Total Curriculum and Instructional Staff Development			$0	$0	$24,000

00189

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			$20,000
Professional and Contracted Services		6200			$6,000
Supplies and Materials		6300			$1,500
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Instructional Leadership			$0	$0	$28,500
School Leadership:	23				
Payroll Costs		6100			$85,000
Professional and Contracted Services		6200			$3,000
Supplies and Materials		6300			$4,000
Other Operating Costs		6400			$3,000
Debt Interest		6500			$0
Total School Leadership			$0	$0	$95,000
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			$55,000
Professional and Contracted Services		6200			$4,000
Supplies and Materials		6300			$12,000
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Guidance, Counseling and Evaluation Services			$0	$0	$72,000

00190

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Social Work Services			$0	$0	$0
Health Services:	33				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$20,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Health Services			$0	$0	$20,000
Student Transportation	34				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Student Transportation			$0	$0	$0

00191

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$140,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Food Services			$0	$0	$140,000
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Cocurricular/Extracurricular Activities:			$0	$0	$0
General Administration:	41				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$30,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total General Administration			$0	$0	$30,000

00182

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:	51				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$150,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Plant Maintenance and Operations			$0	$0	$150,000
Security and Monitoring Services:	52				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$15,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Security and Monitoring Services:			$0	$0	$15,000
Data Processing Services:	53				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$15,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Data Processing Services			$0	$0	$15,000

00193

Charter School Budget Categories (Continued)

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

Charter School Westlake Academy

For the Fiscal Year Ended August 31, ____ Year 2

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				$39,435
Estimated Revenues:				
Local Sources				$210,000
State Sources				$2,420,903
Federal Sources				$40,000
Other Sources				$0
Total Estimated Revenues		$0	$0	$2,670,903
Estimated Expenses:				
Payroll Costs	6100			$1,710,000
Professional and Contracted Services	6200			$592,000
Supplies and Materials	6300			$208,000
Other Operating Costs	6400			$74,000
Debt Expense	6500			$0
Total Estimated Expenses		$0	$0	$2,584,000
Gains	7950			$86,903
Losses	8950			$0
Change in Net Assets		$0	$0	$86,903
Net Assets at End of Year		$0	$0	$126,338

00195

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			$1,517,000
Professional and Contracted Services		6200			$30,000
Supplies and Materials		6300			$120,000
Other Operating Costs		6400			$45,000
Debt Expense		6500			$0
Total Instruction			$0	$0	$1,712,000
Instructional Resources and Media Services	12				
Payroll Costs		6100			$27,000
Professional and Contracted Services		6200			$6,000
Supplies and Materials		6300			$60,000
Other Operating Costs		6400			$1,000
Debt Expense		6500			$0
Total Instructional Resources and Media Services			$0	$0	$94,000
Curriculum Development and Instructional Staff *Development*	13				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$20,000
Supplies and Materials		6300			$3,000
Other Operating Costs		6400			$23,000
Debt Expense		6500			$0
Total Curriculum and Instructional Staff Development			$0	$0	$46,000

00196

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			$21,000
Professional and Contracted Services		6200			$6,000
Supplies and Materials		6300			$2,000
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Instructional Leadership			$0	$0	$30,000
School Leadership:	23				
Payroll Costs		6100			$88,000
Professional and Contracted Services		6200			$4,000
Supplies and Materials		6300			$5,000
Other Operating Costs		6400			$3,000
Debt Interest		6500			$0
Total School Leadership			$0	$0	$100,000
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			$57,000
Professional and Contracted Services		6200			$6,000
Supplies and Materials		6300			$18,000
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Guidance, Counseling and Evaluation Services			$0	$0	$82,000

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Social Work Services			$0	$0	$0
Health Services:	33				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$30,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Health Services			$0	$0	$30,000
Student Transportation	34				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Student Transportation			$0	$0	$0

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$210,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Food Services			$0	$0	$210,000
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Cocurricular/Extracurricular Activities:			$0	$0	$0
General Administration:	41				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$40,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total General Administration			$0	$0	$40,000

00193

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:	51				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$200,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Plant Maintenance and Operations			$0	$0	$200,000
Security and Monitoring Services:	52				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$20,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Security and Monitoring Services:			$0	$0	$20,000
Data Processing Services:	53				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$20,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Data Processing Services			$0	$0	$20,000

00200

Charter School Budget Categories (Continued)

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

00201

Charter School Westlake Academy
For the Fiscal Year Ended August 31, _____ Year 3

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				$126,338
Estimated Revenues:				
Local Sources				$280,000
State Sources				$3,227,870
Federal Sources				$40,000
Other Sources				$0
Total Estimated Revenues		$0	$0	$3,547,870
Estimated Expenses:				
Payroll Costs	6100			$2,355,000
Professional and Contracted Services	6200			$753,500
Supplies and Materials	6300			$291,500
Other Operating Costs	6400			$96,000
Debt Expense	6500			$0
Total Estimated Expenses		$0	$0	$3,496,000
Gains	7950			$51,870
Losses	8950			$0
Change in Net Assets		$0	$0	$51,870
Net Assets at End of Year		$0	$0	$178,208

00202

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			$2,145,000
Professional and Contracted Services		6200			$40,000
Supplies and Materials		6300			$180,000
Other Operating Costs		6400			$75,000
Debt Expense		6500			$0
Total Instruction			$0	$0	$2,440,000
Instructional Resources and Media Services	12				
Payroll Costs		6100			$30,000
Professional and Contracted Services		6200			$8,000
Supplies and Materials		6300			$75,000
Other Operating Costs		6400			$2,000
Debt Expense		6500			$0
Total Instructional Resources and Media Services			$0	$0	$115,000
Curriculum Development and Instructional Staff Development	13				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$20,000
Supplies and Materials		6300			$4,000
Other Operating Costs		6400			$14,000
Debt Expense		6500			$0
Total Curriculum and Instructional Staff Development			$0	$0	$38,000

00293

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			$22,000
Professional and Contracted Services		6200			$7,500
Supplies and Materials		6300			$2,500
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Instructional Leadership			$0	$0	$33,000
School Leadership:	23				
Payroll Costs		6100			$92,000
Professional and Contracted Services		6200			$5,000
Supplies and Materials		6300			$6,000
Other Operating Costs		6400			$3,000
Debt Interest		6500			$0
Total School Leadership			$0	$0	$106,000
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			$66,000
Professional and Contracted Services		6200			$8,000
Supplies and Materials		6300			$24,000
Other Operating Costs		6400			$1,000
Debt Interest		6500			$0
Total Guidance, Counseling and Evaluation Services			$0	$0	$99,000

00204

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Social Work Services			$0	$0	$0
Health Services:	33				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$40,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Health Services			$0	$0	$40,000
Student Transportation	34				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Student Transportation			$0	$0	$0

00205

Charter School Westlake Academy

For the Fiscal Year Ended August 31, _____ Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$280,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Food Services			$0	$0	$280,000
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$0
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Cocurricular/Extracurricular Activities:			$0	$0	$0
General Administration:	41				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$45,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total General Administration			$0	$0	$45,000

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Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:	51				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$250,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Plant Maintenance and Operations			$0	$0	$250,000
Security and Monitoring Services:	52				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$25,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Security and Monitoring Services:			$0	$0	$25,000
Data Processing Services:	53				
Payroll Costs		6100			$0
Professional and Contracted Services		6200			$25,000
Supplies and Materials		6300			$0
Other Operating Costs		6400			$0
Debt Expense		6500			$0
Total Data Processing Services			$0	$0	$25,000

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Charter School Budget Categories (Continued)

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

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Attachment 21

Cash-flow

Cash Flow Projection Worksheet Yr 1
For the Fiscal Year Ended August 31st, 2002

Name of Charter School: Westlake Academy

Contact Person: Marvin Judah

Telephone: (972) 223-9100

Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance												
Cash Inflows												
Local Sources	$25,000	$15,000	$15,000	$10,000	$15,000	$15,000	$15,000	$15,000	$15,000			
State Sources	$248,298	$124,148	$124,148	$124,148	$124,148	$124,148	$124,148	$124,148	$124,148	$124,148	$124,148	$124,157
Federal Sources			$40,000									
Loans												
Total Receipts	$273,298	$139,148	$179,148	$134,148	$139,148	$139,148	$139,148	$139,148	$139,148	$124,148	$124,148	$124,157
Cash Outgoes												
Payroll	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,167	$94,163
Services Professional Services	$8,700	$8,700	$8,700	$8,700	$8,700	$8,700	$8,700	$8,700	$8,700	$2,500	$2,500	$8,700
Rent												
Utilities	$20,000	$18,000	$8,000	$12,000	$15,000	$15,000	$8,000	$8,000	$14,000	$3,000	$3,000	$13,000
Other Services	$28,750	$18,750	$18,750	$13,750	$18,750	$18,750	$18,750	$18,750	$18,750	$3,750	$3,750	$3,750
Supplies	$35,000	$30,000	$30,000	$20,000	$15,000	$12,500	$10,000	$7,500	$5,000	$2,500	$2,500	$10,500
Travel & Other Operating	$4,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$1,500	$1,500	$4,500
Principal and Interest for Loans and Other Financing Obligations												
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay												
Total Cash Outgoes	$191,117	$170,117	$162,117	$151,117	$154,117	$151,617	$142,117	$139,617	$143,117	$107,417	$107,417	$134,613
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	$82,181	($30,969)	$17,031	($16,969)	($14,969)	($12,469)	($2,969)	($469)	($3,969)	$16,731	$16,731	($10,456)
Ending Balance	$82,181	$51,212	$68,243	$51,274	$36,305	$23,836	$20,867	$20,398	$16,429	$33,160	$49,891	$39,435

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Cash Flow Projection Worksheet Yr 2
For the Fiscal Year Ended August 31st, 2003

Name of Charter School: Westlake Academy

Contact Person: Marvin Judah

Telephone: (972)723-9100

Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance												
Cash Inflows												
Local Sources	$32,500	$22,500	$22,500	$20,000	$22,500	$22,500	$22,500	$22,500	$22,500			
State Sources	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,742	$201,741
Federal Sources			$40,000									
Loans												
Total Receipts	$234,242	$224,242	$264,242	$221,742	$224,242	$224,242	$224,242	$224,242	$224,242	$201,742	$201,742	$201,741
Cash Outgoes												
Payroll	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500	$142,500
Services Professional Services	$20,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$12,000	$12,000	$18,000
Rent												
Utilities	$27,000	$23,000	$12,000	$15,000	$18,000	$18,000	$12,000	$12,000	$15,000	$4,000	$4,000	$15,000
Other Services	$37,834	$27,834	$27,834	$25,334	$27,834	$27,834	$27,834	$27,834	$27,834	$5,334	$5,334	$5,326
Supplies	$35,000	$35,000	$35,000	$30,000	$15,000	$12,500	$10,000	$7,500	$5,000	$2,500	$2,500	$18,000
Travel & Other Operating	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$7,500	$7,500	$14,000
Principal and Interest for Loans and Other Financing Obligations												
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay												
Total Cash Outgoes	$267,334	$243,334	$232,334	$227,834	$218,334	$215,834	$207,334	$204,834	$205,334	$173,834	$173,834	$213,826
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	($33,092)	($18,092)	$31,908	($6,092)	$5,908	$8,408	$16,908	$19,408	$18,908	$27,908	$27,908	($12,085)
Ending Balance	$6,343	($11,749)	$19,459	$13,367	$19,275	$27,683	$44,591	$63,999	$82,907	$110,815	$138,723	$126,638

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Cash Flow Projection Worksheet Yr 3
For the Fiscal Year Ended August 31st, 2004

Name of Charter School: Westlake Academy

Contact Person: Marvin Judah

Telephone: (972) 223-9100

Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance												
Cash Inflows												
Local Sources	$50,000	$30,000	$30,000	$20,000	$30,000	$30,000	$30,000	$30,000	$30,000			
State Sources	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,989	$268,991
Federal Sources			$40,000									
Loans												
Total Receipts	$318,989	$298,989	$338,989	$288,989	$298,989	$298,989	$298,989	$298,989	$298,989	$268,989	$268,989	$268,991
Cash Outgoes												
Payroll	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250	$196,250
Services Professional Services	$25,000	$12,875	$12,875	$12,875	$12,875	$12,875	$12,875	$12,875	$12,875	$15,000	$15,000	$20,000
Rent												
Utilities	$30,000	$25,000	$15,000	$18,000	$22,000	$22,000	$15,000	$15,000	$20,000	$5,000	$5,000	$22,000
Other Services	$37,167	$37,167	$37,167	$37,167	$37,167	$37,167	$37,167	$37,167	$37,167	$7,167	$7,167	$7,163
Supplies	$45,000	$45,000	$40,000	$30,000	$25,000	$20,000	$15,000	$15,000	$10,000	$10,000	$10,000	$26,500
Travel & Other Operating	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$16,000
Principal and Interest for Loans and Other Financing Obligations												
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay												
Total Cash Outgoes	$359,917	$322,792	$307,792	$290,792	$299,792	$294,792	$282,792	$282,792	$282,792	$241,917	$241,917	$287,913
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	($40,928)	($23,803)	$31,197	($1,803)	($803)	$4,197	$16,197	$16,197	$16,197	$27,072	$27,072	($18,922)
Ending Balance	$85,410	$61,607	$92,804	$91,001	$90,198	$94,395	$110,592	$126,789	$142,986	$170,058	$197,130	$178,208

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Attachment 22

Business Procedures Handbook

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BUSINESS OFFICE PROCEDURES MANUAL

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SECTION A

I. PURCHASING
II. REQUEST FOR REIMBURSEMENT

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Section A

I. PURCHASING

Purchasing Authority

The employee must have verbal or written approval of the Superintendent, business manager, or campus principal before purchasing or charging supplies or materials.

Purchase requisition procedures as outlined in this manual will be followed for all District purchases.

Students are not allowed to purchase or charge items for the District.

Purchase Orders/Purchase Requisitions

All purchases for which the District is responsible will be made through the following process:

1. Payments will be made through the business office by purchase order (Exhibit B) only.

2. Submit requests for supplies or materials on requisition forms (Exhibit A) to the campus principal or supervisor. These forms are available at each campus or through the business office. After approval, the requisition is to be forwarded to the business office for authorization and processing.

3. Requisitions must be filled out completely and must be coded for budgetary account distribution. Signatures of the employee and campus principal or supervisor must appear at the bottom of the form. Information concerning whether the purchase order & requisition is to be mailed, faxed, or returned to the employee for phone ordering should also be included.

Order Completion

The yellow copy of the requisition will be returned to the employee with the purchase order number recorded at the top. This copy should be retained by the employee until the order is complete. On completion of the order the yellow copy, with all packing slips attached and the completion date noted, will be forwarded to the business office for payment processing.

Back Orders

Sufficient time needs to be allowed for delivery of supplies or materials within the school year. The employee is responsible for notifying the vendor concerning back orders or reordering.

Charge Purchases

Periodically it is necessary to charge supplies or materials at local businesses. Verbal approval from the campus principal or supervisor must be obtained prior to any charge purchases being made.

Receipts

It is the responsibility of the employee to forward receipts for all charge purchases to the business office within 3 days.

Payment Policy

Payment procedures will be as follows:

1. Vendors will be paid for goods purchased by the District only after the business office has received a proper invoice, all pertinent receipts, and the yellow copy of the purchase requisition from the employee with the order completion date noted.

2. All payments will be approved by the Superintendent and/or business manager.

3. All payments will be submitted to the Board for final approval at the regular meeting on the second Tuesday of each month. Checks will be issued the next day.

II. REQUEST FOR REIMBURSEMENT

District purchases made by an employee with personal funds can be reimbursed through the following process:

1. Retain all receipts.

2. Obtain a reimbursement of expenditures form (Exhibit C) from the business office.

3. Complete and return the reimbursement of expenditures form to the business office for approval along with all receipts. The request will not be processed without valid receipts.

4. The request will be processed for payment during the next accounts payable cycle.

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SECTION B

I. EMPLOYEE TRAVEL
II. STUDENT TRAVEL

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Section B

I. EMPLOYEE TRAVEL

Authorization

District employees must obtain verbal approval from the Superintendent, campus principal, or supervisor before travel arrangements are made.

Travel Arrangements

Employees may request the business office to make travel arrangements. All necessary information concerning the trip will be submitted to the business office with ample time for arrangements to be made. Travel arrangements may also be made by the employee. A credit card number can be obtained from the business office for use when making arrangements. The most economical means should always be taken into consideration when making any arrangements for which the District will be responsible.

Arrangements for travel by school vehicle are to be made by e-mailing the maintenance department. Except in emergency situations, requests should be made at least 3 days prior to the trip.

Travel Expenses

Employees may request cash for travel expenses. Cash advance procedures are as follows:

1. Obtain a cash advance request form (Exhibit D) from the business office.

2. Completed form will be returned to the business office no later than 3 days prior to needed cash advance.

3. Obtain a cash advance verification form (Exhibit E) after returning from trip.

4. Completed form will be returned to the business office along with all receipts and any cash remaining within 5 days upon returning from trip. Receipts must equal the amount of money spent.

District credit cards can be issued to employees when cash is not preferred. Receipts for such expenses and credit cards will be turned in to the business office within 3 days upon returning from trip.

Travel Reimbursement

Travel expenses paid for by an employee with personal funds can be reimbursed by following these procedures:

1. Retain all receipts.

2. Obtain a reimbursement of expenses form (Exhibit C) from the business office.

3. Completed form along with valid receipts attached will be returned to the business office within 5 days upon returning from trip. The form will not be processed without receipts.

4. The reimbursement will be processed for payment during the next accounts payable cycle.

II. STUDENT TRAVEL

Meals

Recommended student meal prices are $6.50 at the district level, $8.00 at the regional level, and $10.00 at the state level for each meal including tip. Meals for overnight trips may average this amount. Employees must obtain a purchase order (Exhibit B) from the business office for student meals for which the District is responsible. Requests must be made at least 3 days prior to trip. Employees will be responsible for selecting places to eat and determining if the establishment will accept a purchase order for payment. Receipts for student meals will be forwarded to the business office within 3 days upon returning from trip.

All other questions concerning student travel are addressed in the Travel section.

SECTION C

I. FIXED ASSETS
II. INVENTORY

Section C

I. FIXED ASSETS

A fixed asset is an item purchased by the District and will remain fixed in one location. These are items that will have a lifetime use of at least 5 years and value of $500.00 or more. Such items are desks, chairs, tables, computers, etc.

All fixed assets purchased by the District are assigned an inventory number for tracing purposes. A black adhesive backed sticker, with the assigned inventory number indicated on it, is affixed to the item after payment has been made. In cases when it is not possible for the adhesive sticker to be affixed to the item, the assigned inventory number will be written on the item with a permanent marker, and kept on file by the fixed assets coordinator.

II. INVENTORY

When an item is moved from one location to another, an inventory receipt/transfer record form (Exhibit F) will be completed by the employee and returned to the fixed assets coordinator.

If an item is damaged beyond repair or lost, an inventory removal form (Exhibit G) will be completed by the employee and returned along with the adhesive sticker, when available, to the fixed assets coordinator.

An annual inventory of school property will be conducted each spring and District employees are responsible for verifying and accounting for all fixed assets assigned to the employee.

SECTION D

I. EQUIPMENT REPAIR
II. WORK ORDERS

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Section D

I. EQUIPMENT REPAIRS

All employees must have verbal or written approval of the Superintendent, business manager, or campus principal before any equipment is scheduled for repair.

Employees will be responsible for selecting a vendor to repair the equipment and determining if the vendor will accept a purchase order for payment. The most economical means should always be taken into consideration when making repair arrangements for which the District will be responsible.

II. WORK ORDERS

Work order procedures will be as follows:

1. Submit a work order request (Exhibit H) to the Superintendent. These forms are available at each campus or through the administration office. After prioritizing, the request will be forwarded to the maintenance supervisor by the Superintendent.

2. On completion of the job, the work order, with the completion date noted, will be forwarded to the Superintendent by the maintenance supervisor for final approval.

3. The work order will be forwarded to the employee initiating the work order by the Superintendent for signature of approval.

4. The work order should be resubmitted until the work is satisfactory.

SECTION E

I. PAYROLL PROCEDURES
II. SUPPLEMENTAL PAY/OVERTIME

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Section E

I. PAYROLL PROCEDURES

Check Issuance

Payroll checks will be issued on the 25th of each month. Should this day fall on a weekend or during a school holiday, checks will be issued on Friday or the last day of school before the holiday.

Payroll checks will be issued early only when an employee will be out of town on the scheduled pay date. Verbal approval will be given by the Superintendent and/or business manager.

Payroll Cycles

The annual pay cycles will be as follows:

Professional Personal	
12-month employees	July 1-June 30
11-month employees	August 1-July 31
10-month employees	Sept. 1-August 31
Secretaries, Clerks, Aides	
12-month employees	July 1-June 30
11-month employees	August 1-July 31
10-month employees	Sept. 1-August 31
Maintenance and Food Service	
12-month employees	Sept. 1-August 31
9- month employees	Sept. 1- May 31

Enrollment

Enrollment for payroll deductions occurs during teacher inservice in August.

Deduction Changes

Payroll deduction change procedures will be as follows:

1. Obtain a payroll deduction change form (Exhibit I) from the business office.

2. Complete and return the payroll deduction change form to the business office by the first of

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the month. This is necessary in order for the change to be effective for the current pay period.

Deduction changes for the Winkler County Credit Union should be handled directly through that institution.

Employee Tax Information

Employees will complete a new W-4 during teacher inservice in August each year. This information may be updated as needed during the year by obtaining a new W-4 from the business office. The new form must be submitted to the business office by the 15th day of the month in order for the change to be effective for the current pay period.

II. SUPPLEMENTAL PAY/OVERTIME

Supplemental Pay/Overtime

Supplemental pay and/or overtime procedures will be as follows:

1. Obtain a supplemental pay request form or time card (Exhibit J & K) from the business office.

2. Complete and return the supplemental pay request form or time card to the business office. The request will not be processed without the signature of the campus principal or supervisor.

3. All requests for supplemental pay and/or overtime must be submitted to the business office by the 15th day of the month in order to receive payment during the current pay period. Should this day fall on a weekend, the employee will have until noon on the following Monday to submit the request.

SECTION F

I. LEAVES AND ABSENCES
II. VACATION REGULATIONS

Section F

I. LEAVES AND ABSENCES

Pre-approved absence procedures will be as follows:

1. Obtain a pre-approved personal leave request form (Exhibit L) from the administration office, campus principal, or supervisor.

2. Complete and return the pre-approved personal leave request form to the campus principal or supervisor at least 3 days prior to date of request for approval.

3. Once approved, submit the pre-approved personal leave request form to the Superintendent for final approval.

Procedures for absences not pre-approved will be as follows:

1. Notify the campus principal or supervisor by 7:00 a.m. on the day of absence so that arrangements for a substitute can be made, if necessary.

2. Obtain an absence from duty form (Exhibit M) from the administration office, campus principal or supervisor upon returning to work.

3. Complete and return the absence from duty form immediately to the campus principal or supervisor for approval.

4. Once approved, submit the absence from duty form to the Superintendent for final approval.

II. VACATION REGULATIONS

Vacation Schedules

All employees in positions requiring 12 months of service per year, who have one or more years of service with the District, shall be eligible for a paid vacation.

The vacation schedule will be as follows:

Years of Service	Vacation
1-5	2 weeks
6-10	3 weeks
11-19	4 weeks
20 or more	5 weeks

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Vacation Regulations

Vacation regulations will be as follows:

1. Vacation days are earned July 1 to June 30.

2. Ten carryover days are permitted each year. All other vacation days not taken by June 30 will be lost.

3. Vacation schedules must have prior approval and be placed on the calendar so that adequate staff is available to operate the District.

4. A formal request for vacation must be submitted to the Superintendent and/or supervisor on a District request for vacation form.

Vacation Requests

Vacation request procedures will be as follows:

1. Obtain a request for vacation form (Exhibit N) from the administration office or supervisor.

2. Complete and return the request for vacation form to the supervisor for approval.

3. Once approved, submit the request for vacation form to the Superintendent for final approval.

A record of accrued leave benefits will be kept in the administration office. Current leave balances will be reported each month on employee's check stub. It is the responsibility of the employee to verify these balances each month for accuracy.

SECTION G

I. MISCELLANEOUS

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Section G

I. MISCELLANEOUS

Mail Processing

All parcels to be mailed must be separated into local and out of town stacks and delivered to the administration office by 2:30 p.m. each day for processing. Parcels delivered after that time will be mailed the following day.

Faxing

All items to be faxed are the responsibility of the employee. Employees may use the fax machine in the administration office during regular office hours. Students will not be allowed to fax items for the District or its employees.

Supplies

Miscellaneous supplies such as chalk, pens, pencils, file folders, tape, etc., can be obtained through the administration office.

Insurance Forms

Insurance claim forms can be obtained through the business office.

Damaged or Lost Property

In the event of burglary, vandalism, or any activity that results in damaged or lost District property, employees shall report the incident to the campus principal or supervisor. The principal or supervisor shall notify the police and the Superintendent's office. The Superintendent and/or business manager shall notify the District's insurance claims handler of the damage or loss.

Injury Reporting

An employee injured on the job shall notify the campus principal or supervisor by the end of the work day. The injury shall be reported to the business manager within 3 days for the purpose of completing workers' compensation reports. The business manager will complete and sign the report and a copy of the report will be provided to the employee. An injury not considered minor by the campus principal or supervisor should be referred immediately to a doctor or medical facility.

An employee absent from work due to an on the job injury, and receiving workers' compensation

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benefits, must have weekly contact with the campus principal or supervisor unless other arrangements are made.

Heating/Cooling Requests

Periodically it is necessary for the heating or cooling system to be extended beyond normal school hours.

Extended hour heating or cooling request procedures will be as follows:

1. Obtain a request for extended hours heating/cooling form (Exhibit O) from the Superintendent's secretary in the administration office.

2. Completed form will be returned to the Superintendent's secretary no later than 3 days prior to date of request. Incomplete forms will be returned.

EXHIBITS

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EXHIBITS

A. REQUISITION
B. PURCHASE ORDER
C. REIMBURSEMENT OF EXPENDITURES
D. CASH ADVANCE REQUEST
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K. TIME CARD
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M. ABSENCE FROM DUTY REPORT
N. REQUEST FOR VACATION
O. REQUEST FOR EXTENDED HOURS

EXHIBIT A

PURCHASE REQUISITION

(NOT TO BE USED AS A SUBSTITUTE FOR A PURCHASE ORDER)

THE REQUISITION MUST BE COMPLETED, SIGNED, AND APPROVED PRIOR TO ISSUING A PURCHASE ORDER.

PURCHASE ORDER ASSIGNED:

RECOMMENDED SOURCE	ORGANIZATION TO RECEIVE GOODS
NAME:	CAMPUS LOCATION: ROOM NO:
ADDRESS:	SUBJECT/GRADE LEVEL:
CITY: STATE: ZIP:	FUND CODE:

ROW NO.	PAGE NO.	QUANITY	CATALOG NUMBER	DESCRIPTION	COLOR	UNIT: EA, DZ,BX,ETC.	UNIT PRICE	PRICE

[redacted]

PURCHASE ORDER EXHIBIT B 19837

VENDOR NO.	
P. O. DATE	
DELIVER BY	

VENDOR NOTE

TAX # 75-600-277-934

THE SCHOOL DISTRICT ASSUMES NO LIABILITY FOR PURCHASES NOT INCLUDED ON THIS FORM.

THE SCHOOL DISTRICT IS EXEMPT FROM THE TEXAS LIMITED SALES, EXCISE AND USE TAX.

REFER TO THIS ORDER NUMBER ON INVOICE.

VENDOR	
SHIP TO	

[redacted]

			INITIAL	FINAL APPROVAL

PART 1 – VENDOR

Item	Fund	Function	Class/ Object	Sub-Obj.	Organization	Program/Project	Invoice OR Check Number	Fixed OR Inventory	Disbursement Amount	Encumbrance Amount

00241

A-149

EXHIBIT C

REIMBURSEMENT OF EXPENDITURES

NAME:_____ DATE:_____

MEAL REIMBURSEMENT

EMPLOYEE MEALS	$_____
STUDENT MEALS	$_____
TOTAL MEAL REIMBURSEMENT	$_____

OTHER REIMBURSEMENT

REGISTRATION FEE	$_____
PARKING, TAXI, ETC.	$_____
SUPPLIES	$_____
GAS	$_____
MISCELLANEOUS	$_____
TOTAL OTHER REIMBURSEMENT	$_____
TOTAL REIMBURSEMENT DUE	$_____

REASON FOR EXPENDITURE _____

_____

_____

_____ _____

EMPLOYEE SIGNATURE BUSINESS OFFICE APPROVAL

00242

A-160

EXHIBIT D

CASH ADVANCE REQUEST

PAY TO:_____ ACTIVITY: _____

_____ PLACE: _____

_____ DEPARTURE:_____

_____ RETURN: _____

MEALS

EMPLOYEE MEALS _____ @ $10.00 =$_____

STUDENT MEALS _____ @ $ 6.50 =$_____

_____ @ $ 8.00 =$_____

_____ @ $10.00 =$_____

TOTAL ADVANCE REQUEST FOR MEALS $_____

OTHER ADVANCE REQUESTS

REGISTRATION FEE $_____

PARKING, TAXI, ETC. $_____

MISCELLANEOUS $_____

TOTAL OTHER ADVANCE REQUESTS $_____

TOTAL CASH ADVANCE REQUESTED $_____

_____ _____

SIGNATURE OF EMPLOYEE BUSINESS OFFICE APPROVAL

00243

D-151

EXHIBIT E

CASH ADVANCE VERIFICATION

NAME:_____ DATE:_____

MEAL EXPENDITURES

EMPLOYEE MEALS $_____

STUDENT MEALS $_____

TOTAL MEAL EXPENDITURES $_____

OTHER EXPENDITURES

REGISTRATION FEE $_____

PARKING, TAXI, ETC. $_____

MISCELLANEOUS $_____

TOTAL OTHER EXPENDITURES $_____

CASH ADVANCE RECEIVED $_____

TOTAL EXPENDITURES $_____

TOTAL CASH RETURNED $_____

TOTAL $_____

DIFFERENCE DUE TO EMPLOYEE $_____

_____ _____

EMPLOYEE SIGNATURE BUSINESS OFFICE APPROVAL

00244

INVENTORY RECEIPT/TRANSFER RECORD

Return to Administration Office
Fixed Assets Coordinator

DATE: _____

QUANTITY	NAME & MAKE OF EQUIPMENT	INVENTORY #	SERIAL#	MODEL #	LOCATION AREA FROM:	LOCATION AREA TO:

A-153 0024S

TRANSFER AUTHORIZATION: _____ **"FROM" AREA SIGNATURE:** _____ **"TO" AREA SIGNATURE:** _____

EXHIBIT F

EXHIBIT G

INVENTORY REMOVAL

MATERIALS AND EQUIPMENT STOLEN, DESTROYED, DAMAGED, OR LOST

# OF ITEMS	NAME AND DESCRIPTION OF ITEM	STOLEN	DESTROYED	DAMAGED	PURCH. PRICE & YEAR

APPROVAL:

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

FIXED ASSET COORDINATOR _____ DATE _____

00246

EXHIBIT H

WORK ORDER REQUEST

BUILDING & ROOM NO. _____ DATE _____

WORK NEEDED AS FOLLOWS:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

REPORTED BY: _____

APPROVAL:

_____
SUPERINTENDENT

_____
MAINTENANCE SUPERVISOR

_____
EMPLOYEE

00247

EXHIBIT I

PAYROLL DEDUCTION CHANGE FORM

NAME:_____ DATE:_____

Please stop the following payroll deductions effective this pay period.

COMPANY	AMOUNT
COMPANY	AMOUNT
COMPANY	AMOUNT
COMPANY	AMOUNT
COMPANY	AMOUNT

_____
EMPLOYEE SIGNATURE

_____
PRINT NAME

_____
SOCIAL SECURITY NUMBER

_____
BUSINESS OFFICE APPROVAL

00248

EXHIBIT J

SUPPLEMENTAL PAY REQUEST

DATE	REASON FOR REQUEST

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

00249

EXHIBIT K

NAME AND SOCIAL SCC.
NUMBER OF EMPLOYEE

WEEK BEGINNING	SUN. IN / OUT	HRS.	MON. IN / OUT	HRS.	TUES. IN / OUT	HRS.	WED. IN / OUT	HRS.	THURS. IN / OUT	HRS.	FRI. IN / OUT	HRS.	SAT. IN / OUT	HRS.	TOTAL HOURS

I certify the foregoing to be a correct statement of the time worked. Date _____ Signature _____

00250

EXHIBIT L

PERSONAL LEAVE REQUEST

NAME _____ CAMPUS _____

DATE OF REQUESTED LEAVE _____

REASON FOR ABSENCE: _____

_____

_____

EMPLOYEE SIGNATURE _____ DATE _____

APPROVAL:

CAMPUS PRINCIPAL OR SUPERVISOR _____

SUPERINTENDENT _____

NAME OF SUBSTITUTE(s) _____

_____

_____

00251

EXHIBIT M

ABSENCE FROM DUTY REPORT

EMPLOYEE NAME _____ CAMPUS _____

CAUSE OF ABSENCE: _____

_____

_____

DATE(s) OF ABSENCE: _____

NUMBER OF DAYS ABSENT: _____

_____
EMPLOYEE SIGNATURE

STATE PERSONAL LEAVE	DAYS	STATE SICK LEAVE	DAYS
NONDISCRETIONARY	_____	PERSONAL ILLNESS	_____
DISCRETIONARY	_____	ILLNESS OR DEATH IN IMMEDIATE FAMILY	_____
		FAMILY EMERGENCY	_____
		NATURAL DISASTER	_____
TOTAL DAYS	_____	TOTAL DAYS	_____

LOCAL LEAVE	DAYS
SICK LEAVE	_____
PERSONAL LEAVE	_____
OTHER	_____
TOTAL DAYS	_____

NAME OF SUBSTITUTE(s): _____ DATES: _____

_____ DATES: _____

_____
SIGNATURE OF SUPERVISOR

00252

A-160

EXHIBIT N

REQUEST FOR VACATION

I request that my vacation time be approved for the following dates:

_____

I understand that vacation time may not be taken until it is earned and only 10 days are cumulative from year to year.

_____	_____	_____
EMPLOYEE SIGNATURE	DATE	CAMPUS

APPROVAL:

_____	_____
SUPERINTENDENT OR SUPERVISOR	DATE

Attachment 23

Monthly Budget Status Report

Westlake Academy
Westlake Texas

Combined Statement of Revenue, Expenditures and Changes in Fund Balance

For Month Ended September, 2000

General Operating Funds

Code	Description	Amended Budget	Actual	Variance	Percentage
	Revenues:				
5700	Local, Intermediate and Out-of-State	$ -	$ -	$ -	0.00%
5800	State Program Revenues	-	-	-	0.00%
5900	Federal Program Revenues	-	-	-	0.00%
	Total Revenues	$ -	$ -	$ -	0.00%
	Expenditures:				
11	Instruction	$ -	$ -	$ -	0.00%
12	Instruction Resources & Media Services	-	-	-	0.00%
13	Curriculum & Instructional Staff Developr	-	-	-	0.00%
21	Instructional Leadership	-	-	-	0.00%
23	School Leadership	-	-	-	0.00%
31	Guidance & Counseling Services	-	-	-	0.00%
32	Attendance	-	-	-	0.00%
33	Health Services	-	-	-	0.00%
34	Pupil Transportation	-	-	-	0.00%
35	Food Services	-	-	-	0.00%
36	Extracurricular Activities	-	-	-	0.00%
41	General Administration	-	-	-	0.00%
51	Maintenance & Operations	-	-	-	0.00%
52	Security Services	-	-	-	0.00%
53	Data Processing Service	-	-	-	0.00%
61	Community Services	-	-	-	0.00%
71	Debt Service	-	-	-	0.00%
81	Facilities Acquisition & Construction	-	-	-	0.00%
	Total Expenditures	$ -	$ -	$ -	0.00%
	Other Sources/Uses:				
	Other Sources	$ -	$ -	$ -	0.00%
	Other Uses	-	-	-	0.00%
	Total Other Sources/Uses	$ -	$ -	$ -	0.00%
	Excess (Deficiency) of Revenues & Other Sources Over Expenditures & Other Uses	$ -	$ -		
	Estimated Beginning Fund Balance	$ -	-		
	Estimated Ending Fund Balance	$ -	$ -		

99255

RECEIVED
FEB - 6 2002
Charter Schools

Westlake Academy

This contract is executed between the Texas State Board of Education (the "Board") and Westlake Academy ("Charter Holder") for an open-enrollment charter to operate a Texas public school.

General

1. Definitions. As used in this contract:

"Charter" means the open-enrollment charter, as provided by Subchapter D, Chapter 12, Texas Education Code (TEC), granted by this contract.

"Charter Holder" means the sponsoring entity identified in the charter application.

"Charter school" means the open-enrollment charter school. Charter Holder agrees to operate as provided in this contract. The charter school is a Texas public school and a charter school within the meaning of 20 U.S.C. §8066 .

"Agency" means the Texas Education Agency.

2. The Charter. This contract grants to Charter Holder an open-enrollment charter under Subchapter D, Chapter 12, TEC. The terms of the charter include: (a) this contract; (b) applicable law; (c) Request for Application #701-01-004; (d) any condition, amendment, modification, revision or other change to the charter adopted or ratified by the Board; (e) all statements, assurances, commitments and representations made by Charter Holder in its application for charter, attachments or related documents, to the extent consistent with (a) through (d); and (f) assurance by Charter Holder, evidenced by execution of this contract, that no false information was submitted to the Agency or the Board by Charter Holder, its agents or employees in support of its application for charter.

3. Authority Granted by Charter. The charter authorizes Charter Holder to operate a charter school subject to the terms of the charter. Action inconsistent with the terms of the charter shall constitute a material violation of the charter.

4. Alienation of Charter. The charter may not be assigned, encumbered, pledged or in any way alienated for the benefit of creditors or otherwise. Charter Holder may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter. Any attempt to do so shall be null and void and of no force or effect; provided, however, that Charter Holder may contract at fair market value for services necessary to carry out policies adopted by Charter Holder or the governing body of the charter school. Charter Holder may not engage or modify the terms of the engagement of a private management company without approval by the Board in accordance with Paragraph 7 of this contract.

5. Term of Charter. The charter shall be in effect from the date of execution through August 1, 2006, unless renewed or terminated.

6. Renewal of Charter. On timely application by Charter Holder in a manner prescribed by the Board, the charter may be renewed for an additional period determined by the Board. The charter may be renewed only by written amendment approved by vote of the Board and properly executed by its chair.

7. Revision by Agreement. The terms of the charter may be revised with the consent of Charter Holder by written amendment approved by vote of the Board. For purposes of this paragraph, the terms of the charter include, among other provisions, specifications concerning the school's governance structure, characteristics of the educational program to be offered, and the location, type and number of facilities at which the school will operate. The commissioner of education ("the commissioner") may revise the charter on a provisional basis during an interim between Board meetings; however, such action shall expire unless ratified by the Board at its next regular meeting. Nothing in this paragraph limits the authority of the Board or the commissioner to act in accordance with other provisions of this contract.

Students

8. Open Enrollment. Admission and enrollment of students shall be open to any person who resides within the geographic boundaries stated in the charter and who is eligible for admission based on lawful criteria identified in the charter. Total enrollment shall not exceed the maximum number of students approved by the State Board of Education. The charter school's admission policy shall prohibit discrimination on the basis of sex, national origin, ethnicity, religion, disability, academic or athletic ability, or the district the student would otherwise attend. Students who reside outside the geographic boundaries stated in the charter shall not be admitted to the charter school until all eligible applicants who reside within the boundaries have been enrolled. Students will be admitted on the basis of a lottery if more students apply for admission than can be accommodated.

9. Public Education Grant Students. Charter Holder shall adopt an express policy providing for the admission of, and shall admit under such policy, students eligible for a public education grant, including those students who reside outside the geographic area identified in the charter application, under Subchapter G, Chapter 29, TEC.

10. Non-discrimination. The charter school shall not discriminate against any student or employee on the basis of race, creed, sex, national origin, religion, disability or need for special education services.

11. Non-religious instruction and affiliation. The charter school shall not conduct religious instruction. The charter school, the sponsoring entity, and any entity that owns or controls the sponsoring entitiy in whole or in part (including by the power to select

officers or directors) shall be nonsectarian in its programs, admissions policies, employment practices, and all other operations.

12. Children with Disabilities. The charter school is a "local educational agency" as defined by federal law. Charter Holder must comply with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1401, et seq., and implementing regulations; Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C.§794, and implementing regulations; Title II of the Americans with Disabilities Act, 42 U.S.C. §12131-12165, and implementing regulations; Chapter 29, TEC, and implementing rules; and the many court cases applying these laws. For example:

(a) Child Find. Charter Holder must adopt and implement policies and practices that affirmatively seek out, identify, locate, and evaluate children with disabilities enrolled in the charter school or contacting the charter school regarding enrollment, and must develop and implement a practical method to determine which children with disabilities are currently receiving needed special education and related services. For each eligible child, Charter Holder must develop and offer an individualized education plan appropriate to the needs of that student.

(b) Free Appropriate Public Education. Charter Holder must provide a free appropriate public education to all children including children with disabilities otherwise eligible to enroll in the charter school. If the program, staff or facilities of the charter school are not capable of meeting the needs of a particular child, Charter Holder must implement changes necessary to accommodate the child at the charter school. If reasonable accommodations would be insufficient to enable the child to benefit from the charter school's program, Charter Holder must, at its own expense, place the child at an appropriate school.

(c) Services to Expelled Students. Charter Holder must continue to provide a free appropriate public education to a child with disabilities even after expelling or suspending the child for valid disciplinary reasons. This obligation to serve the child continues until the end of the school year.

(d) Monitoring. The charter school's implementation of the laws governing education of children with disabilities will be monitored for compliance by the United States Department of Education, Office of Special Education Programs; the United States Department of Education, Office of Civil Rights; the Texas Education Agency; and others. This monitoring activity includes responding to complaints, random on-site inspections and other investigations by the enforcing agencies, and will result in corrective actions imposed on Charter Holder by these agencies for all discrepancies found. The charter school shall also be monitored for effectiveness and compliance in implementing all applicable federal programs.

(e) Due Process Hearings. The charter school's implementation of the laws governing education of children with disabilities will, in addition, be subject to court supervision via litigation against Charter Holder brought by individuals affected by the actions of the charter school. The cost of this litigation can be substantial.

Notice: These are only a few of the charter school's legal responsibilities in this area, included here for illustrative purposes only.

13. Student Performance and Accountability. Charter Holder shall satisfy Subchapters B, C, D, and G of Chapter 39 of the TEC, and related Agency rules, as well as the student performance accountability criteria stated in its application for charter. Charter Holder shall annually provide in a manner and form defined by the commissioner a written evaluation of the charter school's compliance with the statements, assurances, commitments and representations made by Charter Holder in its application for a charter, attachments, and related documents.

14. Criminal History. Charter Holder shall take prompt and appropriate measures if Charter Holder or the charter school, or any of their employees or agents, obtains information that an employee or volunteer of the charter school or an employee, officer, or board member of a management company contracting with the charter school has a reported criminal history that bears directly on the duties and responsibilities of the employee, volunteer, or management company at the school. Charter Holder further represents that the Board and the Agency shall be notified immediately of such information and the measures taken.

15. Reporting Child Abuse or Neglect. Charter Holder shall adopt and disseminate to all charter school staff and volunteers a policy governing child abuse reports required by Chapter 261, Texas Family Code. The policy shall require that employees, volunteers or agents of Charter Holder or the charter school report child abuse or neglect directly to an appropriate entity listed in Chapter 261, Texas Family Code.

16. Notice to District. Charter Holder shall notify the school district in which the student resides within three business days of any action expelling or withdrawing a student from the charter school.

17. School Year. Charter Holder shall adopt a school year with fixed beginning and ending dates.

Financial Managment

18. Fiscal Year. Charter Holder shall adopt a fiscal year beginning September 1 and ending August 31.

19. Financial Accounting. Unless otherwise notified by the Agency, Charter Holder shall comply fully with generally accepted accounting principles ("GAAP") and the Financial Accountability System Resource Guide, Bulletin 679 or its successor ("Bulletin 679") published by the Agency in the management and operation of the charter school. Charter Holder shall also comply with the standards for financial management systems outlined in 34 CFR § 80.20.

20. Federal Withholding Requirements. Failure to comply with Internal Revenue Service withholding regulations shall constitute a material violation of the charter.

21. Workers' Compensation. Charter Holder shall extend workers' compensation benefits to charter school employees by (1) becoming a self-insurer; (2) providing insurance under a workers' compensation insurance policy; or (3) entering into an agreement with other entities providing for self-insurance.

22. Annual Audit. Charter Holder shall at its own expense have the financial and programmatic operations of the charter school audited annually by a certified public accountant holding a permit from the Texas State Board of Public Accountancy. Charter Holder shall file a copy of the annual audit report, approved by Charter Holder, with the Agency not later than the 120th day after the end of the fiscal year for which the audit was made. The audit must comply with Generally Accepted Auditing Standards and must include an audit of the accuracy of the fiscal information provided by the charter school through PEIMS. Financial statements in the audit must comply with Government Auditing Standards and the Office of Management and Budget Circular A-133.

23. Attendance Accounting. To the extent required by the commissioner, Charter Holder shall comply with the "Student Attendance Accounting Handbook" published by the Agency; provided, however, that Charter Holder shall report attendance data to the Agency at six-week intervals or as directed by the Agency.

24. Foundation School Program. Distribution of funds to the charter school under Section 12.106, TEC, is contingent upon Charter Holder's compliance with the terms of the charter. Charter Holder is ineligible to receive Foundation School Program funds prior to execution of this contract by the Board. Within 30 days of receiving notice of overallocation and request for refund under Section 42.258, TEC, Charter Holder shall transmit to the Agency an amount equal to the requested refund. If Charter Holder fails to make the requested refund, the Agency may recover the overallocation by any means permitted by law, including but not limited to the process set forth in Section 42.258, TEC.

25. Tuition and Fees. Charter Holder shall not charge tuition and shall not charge a fee except that it may charge a fee listed in Subsection 11.158(a), TEC.

26. Assets of Charter. Charter Holder shall not apply, hold, credit, transfer or otherwise make use of funds, assets or resources of the charter school for any purpose other than operation of the charter school described in the charter.

27. Indebtedness of Charter. Charter Holder shall not incur a debt, secure an obligation, extend credit, or otherwise make use of the credit or assets of the charter school for any purpose other than operation of the charter school described in the charter.

28. Interested Transactions. All financial transactions between the charter school and (a) Charter Holder; (b) an officer, director, or employee of Charter Holder or of the charter school; or (c) a person or entity having partial or complete control over Charter Holder or the charter school shall be separately and clearly reflected in the accounting, auditing, budgeting, reporting, and record keeping systems of the charter school. Charter Holder shall not transfer any asset of the charter or incur any debt except in return for goods or services provided for the benefit of the charter school at fair market value.

00266

29. Non-Charter Activities. Charter Holder shall keep separate and distinct accounting, auditing, budgeting, reporting, and record keeping systems for the management and operation of the charter school. Any business activities of Charter Holder not directly related to the management and operation of the charter school shall be kept in separate and distinct accounting, auditing, budgeting, reporting, and record keeping systems from those reflecting activities under the charter. Any commingling of charter and non-charter business in these systems shall be a material violation of the charter.

Governance and Operations

30. Non-Profit Status. Charter Holder shall take and refrain from all acts necessary to be and remain in good standing as an organization exempt from taxation under Section 501(c)(3), Internal Revenue Code. If Charter Holder is incorporated, it shall in addition comply with all applicable laws governing its corporate status. Failure to comply with this paragraph is a material violation of the charter, and the Board may act on the violation even if the Internal Revenue Service, Secretary of State, or other body with jurisdiction has failed to act.

31. Records Retention and Management. Charter Holder shall implement a records management system that conforms to the system required of school districts under the Local Government Records Act, Section 201.001, et seq., Local Government Code, and rules adopted thereunder; provided, however, that records subject to audit shall be retained and available for audit for a period of not less than five (5) years from the latter of the date of termination or renewal of the charter.

32. PEIMS Reporting. Charter Holder shall report timely and accurate information to the Public Education Information Management System (PEIMS), as required by the commissioner.

33. Conflict of Interest. Charter Holder shall comply with any applicable prohibition, restriction or requirement relating to conflicts of interest or fiduciary duties. If an officer or board member of Charter Holder or of the charter school has a substantial interest, within the meaning of Chapter 171, Local Government Code, in a transaction, such interest shall be disclosed in public session at a duly called meeting of the governing body prior to any action on the transaction.

34. Disclosure of Campaign Contributions. Charter Holder shall adopt policies that will ensure compliance with the disclosure requirements of State Board of Education Operating Rule 4.3 or its successor.

35. Indemnification. Charter Holder shall hold the Board and Agency harmless from and shall indemnify the Board and Agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising out of, or in connection with wrongful acts of Charter Holder, its agents, employees, and subcontractors.

00262

36. Failure to Operate. Charter Holder shall operate the charter school for the full school term as described in the charter application in each year of the charter contract. Charter Holder may not suspend operation for longer than 21 days without a revision to its charter, adopted by the Board, stating that the charter school is dormant and setting forth the date on which operations shall resume and any applicable conditions. Charter Holder may not suspend operation of the school for a period of more than three days without mailing written notice to the parent or guardian of each student and to the Agency at least 14 days in advance of the suspension. Suspension of operations in violation of this paragraph shall constitute abandonment of this contract and of the charter.

37. Charter School Facility. Charter Holder shall have and maintain throughout the term of the charter a lease agreement, title or other legal instrument granting to Charter Holder the right to occupy and use one or more facilities suitable for use as the charter school facilities described by the charter. During any period of dormancy granted by the Board, this requirement may be waived by the Board. Facilities occupied and used as charter school facilities shall comply with all applicable laws, including, but not limited to, the Texas Architectural Barriers Act, Article 9102, Vernon's Texas Civil Statutes. The charter school shall not change location of its instructional facilities or administrative offices from those listed in the charter application or in a subsequent charter amendment without prior approval Board. When approved by the Board for a new location for an instructional facility, the charter Holder shall, prior to commencing school operations at that loacation, submit to the Charter Schools Division a certificate of occupancy or equivalent certificate for use of the facility at the new location as a public school, as required in the charter application.

38. Access by the Handicapped. Facilities occupied and used by charter schools shall comply with the Americans with Disabilites Act (ADA) and the Americans with Disabilites Act Accessibility Guidelines; 28 CFR Part 35 (Nondiscrimination on the Basis of Disability in State and Local Government Services); the Uniform Federal Accessibility Standards required by the federal Architectural Barriers Act of 1968, as amended; and other applicable federal requirements. In addition, the charter Holder shall require the facility to comply with the Texas Accessibility Standards (TAS) of the Texas Architectural Barriers Act, Article 9201, Texas Civil Statutes, promulgated by the Texas Department of Licensing and Regulation. The charter Holder shall be responsible for conducting inspections to ensure compliance with these specifications.

Enforcement

39. Agency Investigations. The commissioner may in his sound discretion direct the Agency to conduct investigations of the charter school to determine compliance with the terms of the charter or as authorized in the Texas Education Code or other law. Charter Holder, its employees and agents shall fully cooperate with such investigations. Failure to timely comply with reasonable requests for access to sites, personnel, documents or things is a material violation of the charter.

40. Commissioner Authority. The commissioner in his sole discretion may take any action authorized by Section 39.131, TEC , Chapter 29, TEC, or Chapter 42, TEC relating to the charter school. Such action is not "adverse action" as used in this contract. Charter Holder, its employees and agents shall fully cooperate with such actions. Failure to timely comply with any action authorized by Section 39.131, TEC or Chapter 29, TEC is a material violation of the charter.

41. Adverse Action. The Board in its sole discretion may modify, place on probation, revoke or deny timely renewal of the charter for cause ("adverse action"). Each of the following shall be cause for adverse action on the charter: (a) any material violation of the terms of the charter listed in paragraphs 2, 3, and 20; (b) failure to satisfy generally accepted accounting standards of fiscal management; or (c) failure to comply with an applicable law or rule.

This Agreement

42. Entire Agreement. This contract, including all referenced attachments and terms incorporated by reference, contains the entire agreement of the parties. All prior representations, understandings and discussions are merged into, superseded by and canceled by this contract.

43. Severability. If any provision of this contract is determined by a court or other tribunal to be unenforceable or invalid for any reason, the remainder of the contract shall remain in full force and effect, so as to give effect to the intent of the parties to the extent valid and enforceable.

44. Conditions of Contract. Execution of this contract by the Board is conditioned on full and timely compliance by Charter Holder with: (a) the terms, required assurances and conditions of Request for Application #701-01-004; (b) applicable law; and (c) all commitments and representations made in Charter Holder's application and any supporting documents (to the extent such commitments and representations are consistent with the terms of this contract).

45. No Waiver of Breach. No assent, express or implied, to any breach of any of the covenants or agreements herein shall waive any succeeding or other breach.

46. Venue. Any suit arising under this contract shall be brought in Travis County, Texas.

47. Governing Law. In any suit arising under this contract, Texas law shall apply.

48. Authority. By executing this contract, Charter Holder represents that it is an "eligible entity" within the meaning of Section 12.101 (a), TEC. Charter Holder shall immediately notify the Board of any legal change in its status, which would disqualify it from holding the charter, of any violation of the terms and conditions of this contract, or of any change in the chief operating officer of the Charter Holder. Charter Holder further represents that the person signing this contract has been properly delegated authority to do so.

00263

Entered into this ___ day of January 2002.

Texas State Board of Education

2/15/02

By Grace Shore, Chairman

Charter Holder

1/28/02

(signature/date)

Scott Bradley
Chairperson, Governing Board of Charter Holder

2/5/02

(signature/date)

Trent Petty
Chief Operating Officer of Charter School

0026

Westlake Acad.

Entered into this ___ day of January 2002.

Texas State Board of Education

2/15/02

By Grace Shore, Chairman

Charter Holder

1/28/02

(signature/date)

Scott Bradley
Chairperson, Governing Board of Charter Holder

2/5/02

(signature/date)

Trent Petty
Chief Operating Officer of Charter School

09265

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	1376
CONNECTION TEL	98174301812
SUBADDRESS	
CONNECTION ID	
ST. TIME	02/19 12:30
USAGE T	00'25
PGS. SENT	1
RESULT	OK

Entered into this ___ day of January 2002.

Texas State Board of Education

2/15/02

By Grace Shore, Chairman

Charter Holder

1/28/02

(signature/date)

Scott Bradley
Chairperson, Governing Board of Charter Holder

2/5/02

(signature/date)

Trent Petty
Chief Operating Officer of Charter School

Attachment 24

Lease Agreement

A lease agreement for facilities will be executed upon granting of the charter and the completion of the facilities.

The Town of Westlake's commitment to providing facilities for Westlake Academy is reflected in the instrumentality resolution.

A RESOLUTION ORDERING THE CREATION OF A NONPROFIT CORPORATION PURSUANT TO THE TEXAS NON-PROFIT CORPORATION ACT, APPROVING ARTICLES OF INCORPORATION AND BYLAWS FOR, AND APPOINTING THE INITIAL DIRECTORS OF, THE CORPORATION, APPOINTING CERTAIN CONSULTANTS, AND RESOLVING RELATED MATTERS

WHEREAS, this Board of Aldermen (the "Board"), as the governing body of the Town of Westlake, Texas (the "Town"), hereby find that it is in the public interest that a non-profit corporation (the "Corporation") be created under the Texas Non-Profit Corporation Act (the "Act") to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities;

WHEREAS, the Act empowers, among other things, the Corporation to acquire a charter, pursuant to Chapter 12, Subchapter D of the Education Code (the "Education Code"), provide education services, and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code and/or other law;

WHEREAS, it is the intent of this Board that the Corporation shall have all powers authorized under the Act and other law to enable it to apply for and obtain a charter under the Education Code and provide education services and acquire, finance, and operate educational facilities and facilities related thereto, as contemplated by the Education Code, the Act, and/or other law;

WHEREAS, the Act authorizes the Corporation to issue revenue bonds ("Bonds") and/or to enter into other obligations ("Obligations") that, among other things, will facilitate providing education services and facilities and facilities related thereto;

WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town;

WHEREAS, the Act provides that the directors of the Corporation are to be appointed by the Board;

WHEREAS, the Articles of Incorporation (the "Articles") of the Corporation shall provide that no modification of the Articles or the Bylaws (the "Bylaws") of the Corporation shall take effect unless approved by this Board;

WHEREAS, this Board intends, by the adoption of this Resolution, to take all action necessary to order the creation of the Corporation with all of the corporate powers and authority granted under the Act and other law;

WHEREAS, the meeting at which this Resolution has been considered was open to the public as required by law, and public notice of the time, place, and subject of the meeting has been given in accordance with Chapter 551, Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. The findings and declarations contained in the preamble of this Resolution are hereby incorporated as part of this Resolution.

00260

SECTION 2. This Board hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Corporation, to be named as specified in the Articles, be created pursuant to the Act to act on behalf of the Town as its duly constituted authority and instrumentality for the purposes and with the powers and authority prescribed by the Act and other law.

SECTION 3. This Board hereby orders the creation of the Corporation and approves the Articles in substantially the form attached to this Resolution as an exhibit, and hereby authorizes the incorporators of the Corporation (as identified in such Articles) to file the Articles with the Secretary of State in accordance with
law. In the event that the name for the Corporation specified in the Articles is not available, the incorporators are hereby authorized to change the Corporation's name in the Articles without the further approval of the Town.

SECTION 4. This Board hereby appoints the persons identified in the Articles to serve as the initial members of the board of directors of the Corporation.

SECTION 5. This Board hereby approves the initial Bylaws of the Corporation in substantially the form attached to this Resolution as an exhibit.

SECTION 6. It is intended that the Corporation be a duly constituted authority and instrumentality of the Town within the meaning of regulations and/or revenue rulings of the Treasury Department and/or the Internal Revenue Service of the United States promulgated under Section 115 of the Internal Revenue Code of 1986.

SECTION 7. With respect to the Town and its instrumentalities, the Board of Aldermen hereby appoints Larry Williamson as financial advisor, Thomas Allen Moon as finance counsel, and Jenkens & Gilchrist, P. C. as special finance counsel.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED ON THIS 12TH DAY OF FEBRUARY, 2001.

ATTEST:

Scott Bradley, Mayor

Ginger Crosswy, Town Secretary

Trent Petty, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

00270

A-166a

Attachment 25

School Calendar

Westlake Academy

2002-2003 School Calendar

August 02

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 02

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 02

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 02

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 02

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 03

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Reporting Periods [Begin/End]		Days Taught
1st Reporting Period	8/19/02 - 9/27/02	29
2nd Reporting Period	9/30/02 - 11/8/02	29
3rd Reporting Period	11/11/01 – 12/20/02	27
4th Reporting Period	1/06/03 - 2/14/03	28
5th Reporting Period	2/17/03 - 4/04/03	30
6th Reporting Period	4/07/03 - 5/29/03	37
Total Days Taught		180

Holiday ○	Date
Labor Day	September 2, 2002
Thanksgiving	November 20–22, 2002
Christmas	December 23 – January 3
Martin L. King	January 20, 2003
Spring Break	March 17 – 21, 2003
Easter	April 20, 2003

Staff Development ☐

October 14, 2002	February 17, 2003

Bad Weather Make Up days

April 21, 2003	May 30, 2003

Teacher Work Days

August 14, 2002	August 15, 2002
August 16, 2002	Mary 31
December 20, 2002	

Legend
Begin Attendance Reporting Period [
End Attendance Reporting Period]
Holiday ○
Staff Development ☐
Bad Weather Make Up days
Teacher Work Days

February 03

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 03

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						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 03

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 03

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 03

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 03

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

00272

A-16

Attachment 26

PEG Draft

Peg Draft

Westlake Academy will adhere to the guidelines for the admission of students eligible for a public education grant (PEG) as set forth in the Texas Education Code. Under the guidelines set forth in the Pubic Education grant program a parent of a student enrolled in any of the districts listed may make application to attend Westlake Academy during the school year.

The charter school or public school chosen by a student's parents under this statue is entitled to accept or reject the application for the student to attend school in the charter school, but may not use criteria that discriminates on the basis of a student's race, ethnicity, academic achievement, athletic abilities, language proficiency, sex or socioeconomic status. Westlake Academy reserves the right to reject students based on criteria described within the charter application.

A student enrolled in a school identified under the PEG program has the right to request a transfer to another school in his/her current district or in a charter school. Students seeking reenrollment in Westlake Academy shall follow the same procedures for enrollment as other applicants and will be considered on a first-come, first-served basis. When the capacity for the facility has been met, students will be placed on a waiting list and a lottery will be conducted for future openings.

Attachment 27

Area Map

TOWN OF
CORPORATE LI
Town of Westlake
NORTHWEST PARKWAY
TOWN OF TROPHY CLUB
DENTON COUNTY
TARRANT COUNTY
CITY OF FORT WORTH
SH 170
SH 377
00276

Attachment 28

Return Receipts
For
Statement of Impact

WESTLAKE

SAMPLE

February 14, 2001

Keller ISD
350 Keller Parkway
Keller, Texas 76248-3447

Dear Superintendent and President of the Board of Trustees:

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

Specifically, the guidelines approved by the State Board of Education require that the enclosed from, entitled Statement of Impact, and copy of the application for the proposed open-enrollment charter school be sent to each district that may be affected. Information is required if the proposed open-enrollment charter may adversely impact a district financially, or if the proposed charter may impact the student enrollment of a district in a manner that impairs the district's ability to comply with a court order. The enclosed form may be completed by any district that may be affected, signed by the district's board president and superintendent, and returned to the Texas Education Agency, Document Control Center, Room 6-108, 1701 North Congress Avenue, Austin, TX 78701. It should be received no later than April 20, 2001 for the information to be considered by the State Board of Education.

It is requested that you review the enclosed application, and complete the State of Impact form, and submit it to the Texas Education Agency. If you have questions about the process for approval of open-enrollment charter schools, please contact the Division of Charter Schools at (512) 463-9575. If you have questions about the enclosed application for approval of an open-enrollment charter school affecting your school district, please contact Trent Petty at 817-430-0941.

Sincerely,

Scott Bradley

Scott Bradley
Mayor

00270

3 Village Circle • Suite 207 Solana • Westlake, Texas 76262
Metro: 817 430-0941 • Fax: 817 430-1812 • www.westlake-tx.org

A-173

SAMPLE

Statement of Impact
Open-Enrollment Charter School

Purpose of this form: The sponsoring entity entered below is submitting an application to the State Board of Education for approval to operate or amend an open-enrollment charter school. The name and location of the proposed charter school is provided:

Westlake Academy
#3 Village Circle
Suite 207
Westlake, TX 76262

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

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

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

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

The form should be received by the agency by April 20, 2001 for consideration by the State Board of Education with respect to approval of the proposed open-enrollment charter school. For information about the procedures for approval of open-enrollment charter schools, please contact Division of Charter Schools at (512) 463-9575.

00279

A-173a

SAMPLE

Statement of Impact
For Charter Application

Name of Proposed Charter School: Westlake Academy

Check the appropriate response below:

____ The proposed open enrollment charter school **is not** expected to adversely impact the school district to a significant degree

____ The proposed open-enrollment charter school (amendment) is expected to impact the school district in the following manner:
(Describe the impact in the space below and/or attach any supporting documentation.)

(District Name) (County-District Identification Number)

(District Address)

(Signature of Board President) (Print Board President's Name)

(Signature of Superintendent) (Print Superintendent's Name)

(Date) (Phone Number)

00280

A-1736

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7000 1670 0002 8005 4297

Postage	$ 6.35
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 9.75

Postmark Here: FEB 13 2001 USPS

Sent To: Northwest ISD
Street, Apt. No., or PO Box No.: 800 State Hwy. 114
City, State, ZIP+4: Justin, TX. 76247-3700

PS Form 3800, May 2000 — See Reverse for Instructions

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7000 1670 0002 8005 4310

Postage	$ 5.15
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 8.55

Postmark Here: FEB 13 2001 USPS

Sent To: Carroll ISD
Street, Apt. No., or PO Box No.: 1201 North Carroll Ave.
City, State, ZIP+4: Southlake, TX. 76092-9405

PS Form 3800, May 2000 — See Reverse for Instructions

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7000 1670 0002 8005 4303

Postage	$ 5.15
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 8.55

Postmark Here: FEB 13 2001 USPS

Sent To: Denton ISD
Street, Apt. No., or PO Box No.: P.O. Box 2387
City, State, ZIP+4: Denton, TX. 76202-2387

PS Form 3800, May 2000

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7000 1670 0002 8005 4280

Postage	$ 5.15
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 8.55

Postmark Here: FEB 13 2001 USPS

Sent To: Keller ISD
Street, Apt. No., or PO Box No.: 350 Keller Parkway
City, State, ZIP+4: Keller, TX. 76248-3747

PS Form 3800, May 2000 — See Reverse for Instructions

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

7000 1670 0002 8005 4327

Postage	$ 5.15
Certified Fee	1.90
Return Receipt Fee (Endorsement Required)	1.50
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$ 8.55

Postmark Here: FEB 13 2001 USPS

Sent To: Argyle ISD
Street, Apt. No., or PO Box No.: P.O. Box 989
City, State, ZIP+4: Argyle, Texas 76226-0989

PS Form 3800, May 2000 — See Reverse

00281

A-173c

OPEN-ENROLLMENT CHARTER SCHOOL
APPLICATION EVALUATION

Westlake Acad.
Name of Applicant

Please rate each section of the application as indicated.

Statement of need

Need for the school
How does the charter school model address need? **Award 0-5 points.** 5

Vision of the school

The long range vision of the school
The educational philosophy or pedagogy of the proposed school
The educational innovations that will distinguish this school from others

14
Award 0-15 points.

long range vision is vague.

RECEIVED
APR 0 3 2001

Goals for the students

Academic goals for student learning
Measurable objectives for each academic goal
Methods for measuring progress
Timeline for reporting progress

13
Award 0-15 points.

No clear methods found.

Goals for the school

Goals for school as an entity
Measurable objectives for each goal

5

Award 0-5 points.

Educational program to be offered

Curriculum meets state minimum course offerings
Unique experiences offered to enhance student success beyond the minimum curriculum
TEKS covered in curriculum
Appropriate graduation requirements or program in early grades to lead to graduation
Pedagogy that enhances student learning
Methods to assess strengths and needs of students
Use of evaluation to improve instruction
Admissions process and timeline
Professional development opportunities relevant to mission

63

Award 0-70 points.

No/ottery found in this section

Clear process

Student Assessment

Individual assessment in core areas
Use of assessment data in programs
Assessment of individual learning goals
Use of assessment data to improve programs

15

Award 0-15 points.

Special Needs Students/Programs

Special education
Title programs and Section 504
Bilingual/ESL
State compensatory education
Dyslexia
Gifted and talented
"At Risk"
Student activities

19
Award 0-20 points.

What about Expelled Sp. Ed students

Goverance Structures and Processes

Continuity in the future
Board roles and responsibilities
Complaint management procedures
Board role in administrator/teacher relationships
Parent and student roles in decision making

22
Award 0-25 points.

No Clear roles + respon of Board member.

OVERALL RATINGS
ALL SECTIONS OF THE APPLICATION ARE TO BE CONSIDERED.

1. Clarity (of ideas and of language)
   0· * segments into the whole)
   rall application and concept)

30
Award 0-30 points.

0·05 +
0·14 +
0·13 +
0·05 +
0·63 +
0·15 +
0·19 +
0·22 +
0·30 +
1·86 *

TOTAL POINTS AWARDED 186
(Maximum points possible is 200.)

OPEN-ENROLLMENT CHARTER SCHOOL
APPLICATION EVALUATION

WEST LAKE ACADEMY
Name of Applicant

Please rate each section of the application as indicated.

Statement of need

Need for the school
How does the charter school model address need? **Award 0-5 points.** 3

RECEIVED
APR 05 2001

Vision of the school

2 The long range vision of the school
3 The educational philosophy or pedagogy of the proposed school
3 The educational innovations that will distinguish this school from others

Award 0-15 points. 8

Goals for the students

Academic goals for student learning
Measurable objectives for each academic goal
Methods for measuring progress
Timeline for reporting progress

Award 0-15 points. 3

Goals for the school

Goals for school as an entity
Measurable objectives for each goal

1
Award 0-5 points.

Educational program to be offered

- 6 Curriculum meets state minimum course offerings
- 6 Unique experiences offered to enhance student success beyond the minimum curriculum
- 8 TEKS covered in curriculum
- 8 Appropriate graduation requirements or program in early grades to lead to graduation
- 6 Pedagogy that enhances student learning
- 4 Methods to assess strengths and needs of students
- 4 Use of evaluation to improve instruction
- 0 Admissions process and timeline
- 6 Professional development opportunities relevant to mission

48
Award 0-70 points.

Student Assessment

Individual assessment in core areas
Use of assessment data in programs
Assessment of individual learning goals
Use of assessment data to improve programs

10
Award 0-15 points.

Special Needs Students/Programs

Special education
Title programs and Section 504
Bilingual/ESL
State compensatory education
Dyslexia
Gifted and talented
"At Risk"
Student activities

15
Award 0-20 points.

Goverance Structures and Processes

Continuity in the future
Board roles and responsibilities
Complaint management procedures
Board role in administrator/teacher relationships
Parent and student roles in decision making

15
Award 0-25 points.

OVERALL RATINGS
ALL SECTIONS OF THE APPLICATION ARE TO BE CONSIDERED.

1. Clarity (of ideas and of language)
2. Integration (of segments into the whole)

0• ✱ y (of overall application and concept)
leteness

0•03 †
0•08 †
0•03 †
0•01 †
0•48 †
0•06 †
0•15 †
0•15 †
0•22 †
1•21 ✱

77
Award 0-30 points.

TOTAL POINTS AWARDED 121
(Maximum points possible is 200.)

OPEN-ENROLLMENT CHARTER SCHOOL
APPLICATION EVALUATION

WESTLAKE ACADEMY
Name of Applicant

Please rate each section of the application as indicated.

Statement of need

Need for the school
How does the charter school model address need?

0
Award 0-5 points.

Unclear as to exactly what is the IB Program is and the needs it addresses.

Vision of the school

The long range vision of the school
The educational philosophy or pedagogy of the proposed school
The educational innovations that will distinguish this school from others

15
Award 0-15 points.

The educational philosophy of the proposed program supports the long range vision of the school.

RECEIVED
APR 04 2001

Goals for the students

Academic goals for student learning
Measurable objectives for each academic goal
Methods for measuring progress
Timeline for reporting progress

15
Award 0-15 points.

Measurable objectives, methods for measuring progress and timelines for reporting progress clearly addressed the academic goals for student learning.

Goals for the school

Goals for school as an entity
Measurable objectives for each goal

0
Award 0-5 points.

Objectives for school goals were not written in measurable terms.

Educational program to be offered

Curriculum meets state minimum course offerings
Unique experiences offered to enhance student success beyond the minimum curriculum
TEKS covered in curriculum
Appropriate graduation requirements or program in early grades to lead to graduation
Pedagogy that enhances student learning
Methods to assess strengths and needs of students
Use of evaluation to improve instruction
Admissions process and timeline
Professional development opportunities relevant to mission

65
Award 0-70 points.

The educational program offered will provide a challenging curriculum which will be aligned to the TEKS and meet state graduation requirements.

Student Assessment

Individual assessment in core areas
Use of assessment data in programs
Assessment of individual learning goals
Use of assessment data to improve programs

15
Award 0-15 points.

Assessment results will be used to chart student progress and to ensure that student needs are being met.

Special Needs Students/Programs

Special education
Title programs and Section 504
Bilingual/ESL
State compensatory education
Dyslexia
Gifted and talented
"At Risk"
Student activities

20

Award 0-20 points.

Provisions for special needs students have been addressed.

Goverance Structures and Processes

Continuity in the future
Board roles and responsibilities
Complaint management procedures
Board role in administrator/teacher relationships
Parent and student roles in decision making

20

Award 0-25 points.

Board responsibilities are well defined. Decision making includes staff, parents and students.

OVERALL RATINGS
ALL SECTIONS OF THE APPLICATION ARE TO BE CONSIDERED.

1. Clarity (of ideas and of language)
2. Integration (of segments into the whole)
3. Quality (of overall application and concept)

0 • * eness

30

Award 0-30 points.

0•15 +
0•15 +
0•65 +
0•15 +
0•20 +
0•20 +
0•30 +
1•80 *

TOTAL POINTS AWARDED 180
(Maximum points possible is 200.)

OPEN-ENROLLMENT CHARTER SCHOOL
APPLICATION EVALUATION

Westlake Academy
Name of Applicant

Please rate each section of the application as indicated.

Statement of need
Need for the school
How does the charter school model address need?

2
Award 0-5 points.

Vision of the school
The long range vision of the school
The educational philosophy or pedagogy of the proposed school
The educational innovations that will distinguish this school from others

10
Award 0-15 points.

Goals for the students
Academic goals for student learning
Measurable objectives for each academic goal
Methods for measuring progress
Timeline for reporting progress

8
Award 0-15 points.

RECEIVED

149

Westlake Academy

Goals for the school

Goals for school as an entity
Measurable objectives for each goal

3
Award 0-5 points.

Educational program to be offered

Curriculum meets state minimum course offerings
Unique experiences offered to enhance student success beyond the minimum curriculum
TEKS covered in curriculum
Appropriate graduation requirements or program in early grades to lead to graduation
Pedagogy that enhances student learning
Methods to assess strengths and needs of students
Use of evaluation to improve instruction
Admissions process and timeline
Professional development opportunities relevant to mission

60
Award 0-70 points.

Student Assessment

Individual assessment in core areas
Use of assessment data in programs
Assessment of individual learning goals
Use of assessment data to improve programs

12
Award 0-15 points.

Special Needs Students/Programs

Special education
Title programs and Section 504
Bilingual/ESL
State compensatory education
Dyslexia
Gifted and talented
"At Risk"
Student activities

14
Award 0-20 points.

Goverance Structures and Processes

Continuity in the future
Board roles and responsibilities
Complaint management procedures
Board role in administrator/teacher relationships
Parent and student roles in decision making

15
Award 0-25 points.

OVERALL RATINGS
ALL SECTIONS OF THE APPLICATION ARE TO BE CONSIDERED.

Clarity (of ideas and of language)
Integration (of segments into the whole)
Quality (of overall application and concept)
Completeness

25
Award 0-30 points.

0·02 +
0·10 +
0·03 +
0·03 +
0·60 +
0·12 +
0·14 +
0·15 +
0·25 +

1·49 *

09

TOTAL POINTS AWARDED 149
(Maximum points possible is 200.)

Murphy 5/14/01

Reviewer/date

TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

Jim Nelson
Commissioner of Education

May 18, 2001

Trent Petty
Westlake Academy
3 Village Circle, Suite 207
Westlake, TX 76262

Dear Mr. Petty:

I am pleased to inform you that your application for a charter school received the necessary average of 150 points or higher when evaluated by external reviewers. Therefore, you are scheduled for an interview with the Planning Committee of the State Board of Education on **Thursday, June 28, 2001, at 10:30 A.M.** in Room 1-104 of the William B. Travis Building, 1701 N. Congress Avenue, Austin, Texas 78701.

Be prepared to give a 10-minute overview of your application and to answer questions related to your application. It is important for your overview to be no longer than 10 minutes in order to allow time for committee members to ask questions. An overhead projector and screen will be provided.

Mrs. Strickland, chairman of the Planning Committee, has requested that each applicant provide tabbed notebooks for the committee to use during the interview. While this was not a requirement contained in the RFA, the tabbed notebooks will be very helpful to the committee as it reviews your application. Please bring to the interview **seven copies** of your complete application. These copies should be in **three-ring binders** so that you can provide one to each of the five planning committee members, one to me, and one to another TEA staff member. The application should be arranged as follows:

Coversheet
TAB 1 – Information Reviewed by Agency and Considered in Overall Ratings
Items 1-7 as indicated in the application
TAB 2 – Statement of Need
TAB 3 – Vision of the School
TAB 4 – Student Goals
TAB 5 – School Goals
TAB 6 – Educational Plan
TAB 7 – Governance Structures and Processes
TAB 8 – Attachments
Attachments 1-28 as indicated in the application

The copies should be **duplicates of those previously submitted**. The application already on file is your official application, and although we are sending with this letter the scores sheets for the application from the external reviewers, no changes to the filed copy can be made without direction from the Planning Committee. You will receive notes from TEA internal reviewers at the end of your interview.

The SBOE Planning plans to consider applications on July 12, and the full board plans to vote on new charters on July 13. Although there are no presentations from applicants at the July meetings, you are expected to attend these meetings to answer any questions from board members,

Should you have any questions, please call Linda Freeman or Mary Perry at 512-463-9575.

Sincerely,

Susan Barnes

Susan Barnes
Managing Director, Division of Charter Schools

Enclosures

Statement of Impact
For Charter Application

Name of Proposed Charter School: Westlake Academy

Check the appropriate response below:

✓ The proposed open enrollment charter school **is not** expected to adversely impact the school district to a significant degree

___ The proposed open-enrollment charter school (amendment) **is** expected to impact the school district in the following manner:
(Describe the impact in the space below and/or attach any supporting documentation.)

Denton ISD — (District Name)
061-901 — (County-District Identification Number)

1307 N. Locust Denton, Tx 76201 — (District Address)

Calvin Evans — (Signature of Board President)
CALVIN EVANS — (Print Board President's Name)

Ray E. Braswell — (Signature of Superintendent)
Ray E. Braswell — (Print Superintendent's Name)

2/24/01 — (Date)
940-387-6151 — (Phone Number)

Statement of Impact
For Charter Application

Name of Proposed Charter School: Westlake Academy

Check the appropriate response below:

____ The proposed open enrollment charter school is not expected to adversely impact the school district to a significant degree

X The proposed open-enrollment charter school (amendment) is expected to impact the school district in the following manner:
(Describe the impact in the space below and/or attach any supporting documentation.)

SEE ATTACHED.

RECEIVED

RECEIVED

Keller ISD — (District Name)

220-907 — (County-District Identification Number)

350 Keller Parkway, Keller, Texas 76248 — (District Address)

(Signature of Board President)

Jac Irvine — (Print Board President's Name)

(Signature of Superintendent)

Charles R. Bradberry — (Print Superintendent's Name)

6/18/01 — (Date)

(817)337-7506 — (Phone Number)

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
KELLER INDEPENDENT SCHOOL DISTRICT

350 KELLER PARKWAY
KELLER, TEXAS 76248
PHONE: 817-337-7500
FAX: 817-337-3264

STATEMENT OF IMPACT

Keller ISD does not support the granting of a Charter to the Westlake Academy. The Westlake Academy will have a significant negative impact on the Keller Independent School District. The impact includes, but is not limited to, an impact on the financial resources, fiscal stability, bond ratings, contractual obligations, infrastructure, program design, and estimating for all planned activities of the Keller Independent School District.

Keller ISD is committed to becoming one of the top school districts in the state. The Keller School District encompasses nine cities. Currently, there are 27 students who live in Westlake that are attending Keller ISD schools, 3 who are attending Carroll ISD schools, and 0 students attending Northwest ISD schools. The Town of Westlake does not have a student population to support a Charter School in its community. Westlake Academy has the potential of diverting a number of Keller ISD's quality students.

The Keller Independent School District offers students who reside in Westlake the opportunity to attend Texas Education Agency Exemplary elementary, intermediate, middle and high schools. The elementary as well as the high school that Westlake students attend have been recognized as a National Blue Ribbon School by the U.S. Department of Education. The SAT scores for KISD students are among the highest in the area.

Every teacher in the Keller Independent School District is trained in the thirty (30) hour gifted and talented training required by the Texas Education Agency. This training affords all students the opportunity to partake of a curriculum, which is enhanced for their needs. Recent survey results indicate that parents give high marks to the instructional strategies offered through the gifted and talented training.

Keller students may participate in a variety of programs which enhance learning: middle school students may compete yearly in the Duke Talent search for outstanding middle school students; high school students participate yearly in the Academic Decathlon Competition. Both high school teams have placed in the top 10 in the state large school competition over the last three years.

Keller is presently planning a Fine Arts Magnet High School that will serve students in the Westlake area.

A Keller Independent School district high school student may take advantage of a strong Advanced Placement program in math, language arts, science, and social studies which can garner as much as 12 hours of college credit per subject. In addition, students may enroll in Dual Enrollment classes in language arts, which will garner as much as three college credits. Through these programs, students can graduate with enough college credit to be granted sophomore status. In fact, the 1999 Keller High School Valedictorian graduated with over 40 hours of college credit prior to entering Texas A & M University.

KISD hosts an elementary UIL meet in which surrounding districts' schools and KISD elementary school students participate. Students in elementary grades have opportunities to be active in Odyssey of the Mind or Destination Imagination competition. Intermediate and secondary students may participate in a variety of academic and fine arts UIL competition.

RECEIVED

Statement of Impact
Open-Enrollment Charter School

Purpose of this form: The sponsoring entity entered below is submitting an application to the State Board of Education for approval to operate or amend an open-enrollment charter school. The name and location of the proposed charter school is provided:

Westlake Academy
#3 Village Circle
Suite 207
Westlake, TX 76262

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

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

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

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

Deadline extended per Susan Barnes (4-17-01)

The form should be received by the agency by ~~April 20, 2001~~ for consideration by the State Board of Education with respect to approval of the proposed open-enrollment charter school. For information about the procedures for approval of open-enrollment charter schools, please contact Division of Charter Schools at (512) 463-9575.

Statement of Impact
For Charter Application

Name of Proposed Charter School: Westlake Academy

Check the appropriate response below:

____ The proposed open enrollment charter school **is not** expected to adversely impact the school district to a significant degree

__X__ The proposed open-enrollment charter school (amendment) **is** expected to impact the school district in the following manner:
(Describe the impact in the space below and/or attach any supporting documentation.)

See Attached Statement.

Northwest Independent School District — 061-911
(District Name) — (County-District Identification Number)

1800 State Hwy 114, Justin, TX 76247
(District Address)

(Signature of Board President) — Danny Simpson (Print Board President's Name)

(Signature of Superintendent) — Keith Sockwell (Print Superintendent's Name)

May 22, 2001 (Date) — 817-215-0030 (Phone Number)

Northwest Independent School District

Teamwork
Pride
Excellence

STATEMENT OF IMPACT

Northwest ISD does not support the granting of a Charter to the Westlake Academy. The Westlake Academy will have a significant negative impact on the Northwest Independent School District. The impact includes, but is not limited to, an impact on the financial resources, fiscal stability, bond ratings, contractual obligations, infrastructure, program design, accurate forecasting, and estimating for all planned activities of the Northwest ISD.

Northwest ISD is committed to becoming one of the top school districts in the state. The Town of Westlake is located in three school districts, Northwest ISD, Carroll ISD, and Keller ISD. Currently, there are no students who live in Westlake who are attending Northwest ISD schools, and only twenty-six students who are attending Keller ISD schools and three who are attending Carroll ISD schools. The Town of Westlake does not have a student population to support a Charter School in its community. Westlake Academy has the potential of diverting a number of Northwest ISD's quality students due to its proximity to the Town of Trophy Club, the largest community in the Northwest ISD and the location of two Northwest ISD TEA Exemplary and two Recognized schools.

Northwest ISD reached Chapter 41 status in 2000 and passed a $182 million bond election in February 2001. The loss of students will have a definite impact on the district's financial resources, program design, and accurate enrollment forecasting. Since Northwest ISD is a Chapter 41 district, the loss of students will reduce the district's Weighted Average Daily Attendance (WADA). The district's recapture payment will also increase as a result of the loss in WADA. Financially, the district will lose a portion of the available school fund. If one-third of the projected 400-student enrollment for Westlake Academy is from Northwest ISD, the district will pay $684,300 in Recapture Tax and will lose $32,984 from the Available School Fund. The district has the potential of losing $6.5 million in operating funds over the next five years (See attachment A-1).

As enrollment increases for the Westlake Academy, Northwest ISD, a rapidly growing Chapter 41 district, will be forced to evaluate a variety of budget scenarios, all of which may result in the reduction of teaching positions, staff, programs and essential services to its students. This will adversely affect the district's goal to provide a quality education program.

In Westlake Academy's application, it implies that there is a need for a school that offers a rigorous curriculum. The Northwest ISD Board of Trustees' vision is for the NISD to become a top school district in the state. Based upon TEA evaluative data, student performance, staff evaluation, and community input, the district is well underway to achieving this goal. Northwest ISD offers a rigorous curriculum with sixteen (16) Advanced Placement courses, Pre-AP courses, advanced technology and college concurrent credit courses. Northwest ISD is committed to offering its students a quality and challenging educational program. Losing any of the district's top students would be extremely detrimental. The district emphasizes that there is not a necessity to create a Charter School in this area. In support of its position, the district requests the State Board of Education to note the opposition submitted by Carroll ISD and Keller ISD, the other affected districts by the Westlake Academy application. Therefore, the Northwest Independent School District requests the open enrollment charter school application for Westlake Academy be denied.

Northwest Independent School District

Teamwork
Pride
Excellence

DATE: April 17, 2001

TO: Keith Sockwell, Superintendent of Schools

FROM: Jon Graswich, Assistant Superintendent for Finance

RE: Five-Year Financial Forecast - Charter School Impact

The Five-Year Financial Forecast reflects the potential impact opening a charter school would have upon the District. This forecast is based on one-third of the projected 400 student enrollment for Westlake Academy is from Northwest ISD the first year. A projected loss of 267 students from Northwest ISD is estimated for each year thereafter.

Charter School Impact:

The Revenue Projection Summary projects a potential $6.5 million loss in operating funds over the next five years.

The Available School Fund is set on an annual basis by the State Board of Education (SBOE). This amount is not subject to Chapter 41 recapture. At the September, 2000, meeting the SBOE set the 2000 - 2001 rate at $248 per capita. This current rate was carried forward in the projection.

CHARTER SCHOOL IMPACT
CHAPTER 41 RECAPTURE AND AVAILABLE SCHOOL FUND

School Year	Chapter 41 Recapture Tax	Available School Fund	Total Impact
• 2001-02	$ 684,300	$ 32,984	$ 717,284
• 2002-03	$ 1,394,912	$ 66,216	$ 1,461,128
• 2003-04	$ 1,399,084	$ 66,216	$ 1,465,300
• 2004-05	$ 1,398,676	$ 66,216	$ 1,464,892
• 2005-06	$ 1,400,693	$ 66,216	$ 1,466,909

1800 State Hwy 114, Justin, TX 76247-8700
(817) 215-0025 (817) 215-0170 FAX

THE SENATE OF THE STATE OF TEXAS

P.O. BOX 12068
CAPITOL BUILDING
AUSTIN, TEXAS 78711
512/463-0109
FAX: 512/463-0923
TDD: 1-800-735-2989

DISTRICT OFFICE
900 PARKER SQUARE, SUITE 200
FLOWER MOUND, TEXAS 75028
972/724-0066
FAX 972/724-0750

E-MAIL: jane.nelson@senate.state.tx.us

SENATOR JANE NELSON

Committees:

NOMINATIONS, CHAIR
EDUCATION
HEALTH AND HUMAN SERVICES

RECEIVED
FEB 14 2001

February 8, 2001

Texas Education Agency
Division of Charter Schools
1701 N. Congress Ave.
Austin, TX 78701

To whom it may concern:

Please give your utmost consideration to the Town of Westlake's application for a charter school.

As a strong supporter of charter schools, I am encouraged by preliminary plans for the Westlake Academy, a proposed multi-aged, self-paced learning institution with a particular focus on international business and foreign language. Students interested in pursuing this career path would have a unique opportunity to gain experience through relationships the town has forged with international corporations located in and around Westlake.

This charter request is unique in that the applicant is a municipality. In my view this would be desirable arrangement because municipalities are already subject to public accountability and have access to reliable financial support. Also, construction and maintenance costs could be shared between the school and the town.

Alliance Corridor would be a wonderful home to a charter school. I hope you will strongly consider the Town of Westlake's application.

Very truly yours,

Jane Nelson

Senator Jane Nelson

Mr. & Mrs. William A. Spies
9 Woodlands Ct.
Trophy Club, Tx 76262

June 22, 2001

TEA Charter School Division
Austin, Tx

Dear Members:

We would like to add our support to others for the proposed open enrollment charter school in Westlake, Tx.

We have lived in Trophy Club (adjacent to Westlake) for thirteen years and have a 10-year old son. We have seen the area grow commercially, but there are still few choices for our children's academic needs. We would like to see the opportunity of choice that this proposed charter school could offer the families of this area.

Thank you for your consideration.

Sincerely,

Diane Meier Spies, CPA

William A. Spies

HENRY L. BARRY
1409 BELLEFONTE LANE
COLLEYVILLE, TEXAS 76034
817-421-6868

June 25th, 2001

TEA, Charter School Division
Austin, Texas

To whom it may concern,

I am writing in support of the City of Westlake, Texas having their application for an open enrollment Charter School approved. I own property in the City of Westlake and volunteer as a Planning and Zoning Commissioner. I have two young children and would love to send them to this Charter School. The City will maintain the highest of standards and ensure the proper funding and oversight.

It is important for the families that live in Westlake to have their children attend a Westlake school. As it stands now, our kid's friends living in different parts of Westlake would go to different schools in three different school districts: Keller ISD, Carroll ISD, and Northwest ISD. A school helps provides the "esprit de corps" in a community and Westlake is missing this link for its kids.

Please approve our application.

Warmest regards,

Hank Barry

Westlake officials proceeding with application to open charter school

Board of Education committee to review charters from 18 oldest schools

By STEVE PASCHAL

After a public meeting last Tuesday at which more than a dozen people voiced their support for the plan, Westlake is proceeding with its application to create a charter school within its boundaries.

Despite a lack of assurances that the state will grant its application, in December Westlake's board of alderman authorized Town Manager Trent Petty submit an application to the state to start a K-12 school. However, supporters have not determined if enough parents in Westlake and nearby school districts will send their children to the school to justify its existence. That decision must be made before the Feb. 15 filing deadline for new charters.

In addition, there are no assurances the state will grant Westlake's request. The state has already granted the maximum of 120 open-enrollment charters and the only way Westlake's application can be approved is if the state raises the limit or if an existing school surrenders its charter.

"Westlake is not a place, historically, where people are easily deterred," said Petty. "Our strategy is to do whatever it takes to get that school built ... I don't care if we inherit someone else's old charter or if we're granted a new one."

Mayor Scott Bradley said the proposed Westlake Academy would accept students from Westlake first, then open its doors to students primarily in the Keller, Northwest and Carroll school districts. He added that there are plans to start an International Baccalaureate program with college-based curriculum and emphasis on foreign languages. International Baccalaureate programs, Bradley explained, require students to be proficient in three languages, including English That would help lure oversees businesses to Westlake, he said.

"By opening a charter school, Westlake hopes to become even more attractive to international corporations," Bradley explained. "A charter school would allow executives working in the United States for a couple of years to bring their families to Texas without worrying about interrupting their children's education."

Another reason the town wants to open its own school, Bradley said, is because of the town's location on the outskirts of three school districts. While students from Westlake attend school in either the Keller, Northwest or Carroll district's, because of the low number of students coming from the town of 250 residents, none of the district's is likely to build a school in Westlake.

There is also the problem of funding, Bradley pointed out. While the school would receive state money that would have gone to the transferring student's district, the money will only cover the cost of educating the student. Money for facilities and to run the school would have to come from private and corporate donations, he said. Under state law, charter schools may not charge tuition.

Last Tuesday, about 25 people attended a meeting at Westlake City Hall to support a plan to open a charter school. If the state approves the charter, Westlake plans to open the school in the fall of 2002. However, until a permanent school is built, the school may have to lease space or purchase an existing building. In addition, the school may not cover all grades K-12 in its first year.

Last week, the State Board of Education's Committee on Planning announced that it would meet with officials from Texas' 18 oldest charter schools to determine whether or not to renew their charters. The first-generation charters were approved to operate as public schools in 1995 and they must seek renewal of their charter this year if they wish to continue to operate.

Tuesday, December 12, 2000 / www.star-telegram.

Westlake votes to apply for charter school

Town breaks ground on system to manage underground wires

By Josh Shaffer
Star-Telegram Staff Writer

WESTLAKE — Monday was a day of ts in this tiny town, capped by a unani- us vote to create what would be the only rter school in Northeast Tarrant County: stlake Academy.

Earlier Monday, officials bundled in ercoats turned a shovel of dirt and nched a $1.6 million remedy for the lerground maze of utility lines.

"We're really trying to be a different kind of community," Mayor Scott Bradley said. "It's truly an exciting place. And throw on top of that we don't have any property tax, and it's really unusual."

The Board of Aldermen voted, 5-0, Monday night to start an application for the academy, making Westlake the first Texas town to apply for a charter school.

Bradley said the school boundaries for the academy would most likely mirror the town limits, and Westlake residents would get first preference for enrollment.

Plans call for 400 students, possibly increasing to 1,000, Town Manager Trent Petty said. Classes would be offered from kindergarten through 12th grade.

(More on WESTLAKE on Page 7B)

WESTLAKE

From Page 1B

Westlake also wants to start an International calaureate program, which is often cribed as the most academically challeng- in the world. Students would need to know e languages to graduate.

Planners want the school to be prestigious ugh to attract international businesses.

"It will, no question, raise property values," ty said. "You simply raise the bar for ryone around it."

On Monday morning, officials broke ground for a duct bank that is designed to cope with steep population growth expected in Westlake. According to some estimates, the town could increase to 5,000 people from 250 within 10 years.

Those people will need new services, which means new electric lines, gas lines, waterlines and telecommunications wiring, Petty said.

All the lines create chaos underground, especially when they need service, he said. Utility companies are constantly cutting each other's lines, causing service outages and traffic jams.

"We think we've got a remedy for that," Petty said.

The duct bank is 16,500 feet of plastic pipe with smaller pipes inside. Westlake will lay them underground and install manholes along the way. When a telecommunications company wants to lay new line, workers can feed it into the duct bank. That means no more digging or outages from severed lines, Petty said.

As far as anyone knows Westlake is the only town to try duct banks, he said.

"This is a precedent-setting solution for a problem we think is going to plague many cities for years," Bradley said.

Josh Shaffer, (817) 685-3957
jshaffer@star-telegram.com

Charter school plans go forward

By Josh Shaffer
Star-Telegram Staff Writer

WESTLAKE — Westlake hopes to open its charter school in fall 2002, offering a rigorous curriculum with 13 students to a class.

At the same time, the town is rushing to finish its application to the state by the Feb. 15 deadline.

That application will probably lack a permanent location for the school building, Town Manager Trent Petty said. But he forecasts success.

"We are not easily deterred people," Petty said. "Westlake is not a place, historically, where we've been easily deterred."

In December, Westlake announced plans for Westlake Academy, a 400-student charter school that would offer classes from kindergarten to 12th grade. Town residents would be given first chance at enrollment.

Eventually, Westlake would like the charter school to have an International Baccalaureate program, a rigorous course that requires a 4,000-word thesis for graduation.

But it would take two years of proven success to apply for that sort of program, said John Brooks, an education consultant to the town.

Petty said Westlake Academy would most likely have to start in a temporary building.

About a dozen parents attended the Tuesday night meeting and voiced their support for the school.

Westlake is served by Carroll, Keller and Northwest school districts. But it contributes too few students for any of those districts to build a school in Westlake.

A charter school would receive state money based on its students' former school districts. For example, a student from the Northwest district would bring $5,440.

Several things complicate Westlake's plans.

For one, the state has already handed out 120 open enrollment charters, the maximum allowed by law. Granting Westlake a charter would require a change in state law or for a current school to lose its charter.

Brooks said that will not be a major hurdle. Some schools are expected to lose their charters when they come up for renewal.

Also, at least one educator has said that Westlake will have to take special-education students along with the gifted and talented, complicating its plans to cater to the academically advanced.

But consultants said that incoming students would be told that the curriculum would be challenging, perhaps involving three hours of homework a night.

Westlake seeking charter school

WESTLAKE – The town of Westlake is forming a development committee to found a charter school for the town, with the goal of having the first students in the classroom by next September. The committee, to be composed of Westlake citizens, is scheduled to begin work in January, according to Trent Petty, town manager.

The September target date is based on Westlake being granted a charter by the State of Texas and on finding a suitable location for the school, Petty said.

If either of these conditions cannot be met, the school probably would not be able to open until September 2002.

The first problem, attaining a charter from the state, will likely be decided early in the year. The state is limited to the number of charters it can grant each year and applications already are in place for more than the maximum 120 allowed.

As to a location for the school, temporary quarters could likely be found in existing buildings in Westlake, but a permanent home would take donations from individuals or corporations. A permanent home for the school is probably several years away, even if it obtains a charter this year.

State education officials are watching the effort with some interest, Petty said, since this will be the first municipally operated charter school in the state. "Charter schools are designed to provide an education alternative for students whose parents feel they are not getting an adequate education in their present school," Petty said.

Most existing charter schools in Texas have been organized and operated by parents. Petty said that Westlake's involvement would bring a degree of stability and credibility to the new school, which has been named The Westlake Academy.

Among the questions still to be answered is the area in which the school will operate. It probably will be only the town of Westlake, Petty said. This is important because the school will be eligible for state funding and all students living in its designated area will have the right to attend.

Students from other areas can apply for admission, but it will not be guaranteed.

As a public school, The Westlake Academy will be eligible for limited state financial support, but it will not be able to charge tuition.

"Westlake Academy will be eligible to receive that portion of the funds that would be used for operational expenses by the school district which the student would normally attend," Petty added. The district would keep the portion of its tax base used for other expenses.

"This is really a good deal for the school districts," Petty claimed. "They get to keep much of the tax money and don't have to educate the student."

Portions of Westlake lie in three different school districts – Northwest, Carroll and Keller. Petty said that Carroll has so far been cordial but uncommitted but that Northwest has shown some opposition to the idea. Keller has not yet been briefed on the new school.

Also, charter schools do not have to meet state requirements for teacher certification.

"I would anticipate that most of the teachers will be state certified, but we aren't limited to that," Petty said. "We can bring in experts in various fields to supplement the teaching staff."

He added that, in order to attract top teachers, the school will have to provide above average pay and benefits, possibly including admission for the teachers' children.

Without a large tax base and without the ability to charge tuition, the school will, to a degree, depend on private gifts and private fund-raising activities. One possibility, Petty noted, is for an existing organization or company to build the school's facility and lease it to the town.

Size of the student body also is still to be determined, but Petty said he doubted it would ever be more than about 800 and probably would begin with 400 or fewer students.

"That's another of the questions the committee will have to answer when it meets," Petty added. "But with an anticipated 4,000 households in the town, about 800 students would be the most we could expect."

One of the initial goals of the school will be to offer the International Baccalaureate degree, a high-school level program which is accepted for entrance by most universities around the world.

"Public schools by law have to try to be everything to everybody," Petty said. "Charter schools can focus on a more narrow educational curriculum, designed for a specific student population. We anticipate this will help attract international businesses to Westlake."

Fort Worth Star Telegram
Northwest 5-16-01

Charter for trouble

Texas senators are considering a faulty fix for a school program.

There is real danger in the end-of-session fever that grips Austin every two years. Difficult decisions on important issues get delayed until the last days before the Legislature adjourns, and the resulting pressure to take action can result in bad law.

That's what's happening in the effort to bring order to Texas' chaotic experiment with charter schools.

A Senate bill, drafted in response to a House-approved, two-year moratorium on new charters, would instead give charter-granting power to the state's universities, counties and cities.

So instead of the State Board of Education deciding which charter applicants will get taxpayer money, that decision would be made by any of the governing boards of more than 30 public universities, 254 counties or 1,186 incorporated municipalities in the state.

That is not a good idea.

The House Committee on Public Education got this ball rolling last December with a scathing report on problems in the charter school program that the Legislature started in 1995. The report cited repeated examples of charter schools closing suddenly, owing thousands of dollars to the state and leaving hundreds of students to find new schools virtually overnight.

The committee delivered 30 recommendations for charter school program improvements and said the Texas Education Agency should be given the resources to adequately supervise charter schools. It recommended a moratorium on new charters while the problems are brought under control.

The Senate bill incorporates many of the suggested improvements. But some powerful state officials, including Gov. Rick Perry, object to a moratorium. So the idea was born to allow what the Senate bill calls "governmental entity charter schools."

For the next two years, Texas cities, counties and universities would have exclusive power to issue open-enrollment charters and would be given some oversight responsibilities over the schools that they start.

If compromise is essential here — and it is required endlessly in the process of passing public law — perhaps public universities could be allowed to start charter schools. These institutions at least have a track record in the field of education.

But counties and cities? The legions of governing boards represented in these two categories have no educational expertise. Texas taxpayers have no reason to trust their judgment as to which charter applicants should be entrusted with tax money.

There's a feeling among some legislators that local government officials can be trusted to make the right decisions in this area. Call it blind faith.

In the bill approved by a Senate committee last week, there is not even a requirement that the proposed "governmental entity charter schools" be in the same county or city as the governing body that approves them, nor is there any requirement that objections be given a proper independent hearing before a charter is granted.

Less than two weeks are left before the Legislature's scheduled May 28 adjournment. The charter school program in Texas is still broken, and strong measures are still needed to make it right.

But bad law would only open the door to more problems. Giving cities and counties the authority to grant charters would be bad law.



The Associated Press/HARRY CABLUCK

The Texas Senate, presided over by Acting Texas Lt Gov. Bill Ratliff, is considering a bill that would give charter-granting powers to the state's universities, counties and cities.

Dallas Morning News 5-19-01

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There is something wrong
t seeks to penalize customers
with its plan.
e is that we are losing our pri-
without our knowledge and
e we don't care to protect it.
sident assured me that if I felt
ealing my personal informa-
card without giving my name
hat option isn't written any-
cation form. In fact, the form
driver's license number and
s. They want everything.
e willing to give up, the more
willing to take. Eventually,
thing left, no privacy, nothing
already known.
eckout counter question of
is about as personal as I want

kle is a free-lance writer
rdson.

Charter schools rife with tales of failure



GAIL COLLINS

In Texas, where, our current president has assured us, no child is left behind, a significant number do seem to have been left holding the bag.

Currently in Houston, education experts are watching in a kind of awe as the state educational bureaucracy struggles to come to grips with Prepared Table, a very large and financially shaky charter school that appears to be educating children under conditions that very closely resemble a disaster relief center. A local TV station recently ran pictures of kids crammed into a church, where several classes were running simultaneously as the students slept, talked or sat on the floor so they could use the pews as tables.

The school's administration never really has responded to charges that a sizable slice of the staff is composed of convicted felons and that some faculty members haven't graduated from high school, let alone college. Actually, the state's charter school law doesn't require that teachers have either a diploma or a clean record. But it does help explain why only about a fifth of the students passed the state's basic achievement tests in 2000.

George W. Bush has taken the charter school message to Washington with him, while Texas is left to dig itself out of the hole that the president's enthusiasm for publicly financed nonpublic schools created back home. More than 200 charter schools were authorized in the past few years, all of them receiving state stipends of about $5,000 a child under a system that was supposed to encourage experimentation by imposing virtually no standards. The legislators presumably envisioned schools pioneering new methods of teaching reading, writing and computer skills. What Texas taxpayers now are subsidizing, among many other innovations, are a gymnastics school and an ice skating school, in which academics infringe only a very few hours each day, and the parents are charged an extra $90 a week so their kids can learn to do the death spiral.

"I tried to get a lot of protections in the beginning," said state Rep. Scott Hochberg, D-Houston, an early charter school advocate. "The governor's position basically was that we should have no rules." He added, "They wanted to eliminate the requirement that kids have immunizations."

The state House of Representatives has passed a bill calling for a two-year moratorium on new charter schools and a host of additional regulations, but Gov. Rick Perry doesn't want to do anything that might be seen as a repudiation of the movement.

"He doesn't believe there should be a moratorium on charter schools," said the governor's spokeswoman, Kathy Walt. "He thinks they provide a necessary choice for people whose kids are in failing schools."

There are, in fact, very few Texas public schools that are failing as spectacularly as the charter schools. The state has a system of rating public schools on factors like dropout rates and test scores, and last summer a quarter of the charter schools got the bottom-of-the-barrel rating.

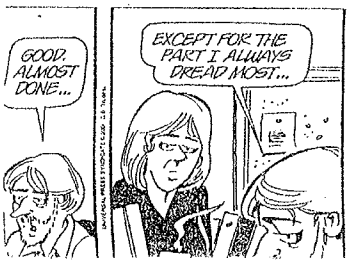
In 1999-2000, 80 percent of the children in public schools passed the Texas academic achievement tests — scores that led some cynics to question whether the tests really were all that tough. But only 37 percent of the charter school kids passed.

There are, of course, charter school success stories. But there is no evidence that they can be mass-produced. And a talk of accountability seems to come to screeching halt. Only a handful of the schools have had their licenses revoked (A number, however, have been shuttered when school leaders either ran out of money or fled town.) This week, the Republican-dominated state Senate rejected a motion that charter schools be required to get an "acceptable" academic evaluation to get continued financing.

The governor's spokeswoman said Mr. Perry thought that charter schools "were set up so they could be free of most state regulations, and he doesn't believe Texas should be putting them under the requirements public schools are under."

The argument — made by the governor and the senators who opposed setting achievement standards — is that a charter school that is struggling with difficult-to-teach students from poor families shouldn't be held to the same standards as schools in the public system. Back during the campaign, that was known as "the bigotry of soft expectations," and my recollection is that Mr. Bush definitely was against it.

Gail Collins writes for the New York Times.



What is immoral about cloning?

Where is it written, "Thou shalt not clone humans"? By what standard is cloning human beings immoral or unethical?

People continue to say there are moral and ethical questions, but they don't delineate them. If a majority of people in a democracy vote to outlaw something, they don't need a moral explanation; they can just do it. Americans

Granted, there are dangers in human cloning. The whole idea may turn out to be a bust, producing only malformed infants. If so, a ban would be necessary. But until we find out, outlawing scientific research would be using the same medieval reasoning that nurtured the Dark Ages. So far, only government-funded research is prevented by law.

There is nothing in the Bible to prohibit human

life than we are when we conceive and bear children or when we use advanced gene therapy.

Our creator is the maker of moral laws. If God chooses to prevent human cloning, it just won't happen.

Millions of potentially adoptable American babies are being lost to abortion. Couples yearning for children are spending small fortunes to travel

INFORMATION SHEET FOR ESTABLISHMENT OF NEW CHARTER SCHOOL
WESTLAKE ACADEMY

DATE PROPOSED FOR OPENING: Fall, 2002

OPEN or 75% AT-RISK: OPEN

NEW or CONVERSION: NEW

NEW CHARTER SCHOOL NAME: WESTLAKE ACADEMY

COUNTY: TARRANT

MAILING ADDRESS: 3 VILLAGE CIRCLE, SUITE 207, WESTLAKE, TX 76262

SITE ADDRESS: SAME

CONTACT PERSON: TRENT PETTY

TELEPHONE NUMBER: 817-430-0941

FAX NUMBER: 817-430-1812

MAXIMUM GRADES SERVED: K-12

MAXIMUM ENROLLMENT: 800

CORPORATE CHARTER NUMBER FROM SECRETARY OF STATE: NOT IN APPLICATION

NINE-DIGIT EMPLOYER ID NUMBER FROM IRS: NOT IN APPLICATION

PLANS FOR FIRST FIVE YEARS OF OPERATIONS AS INDICATED IN CHAPTER **APPLICATION:**

	YEAR 1	YEAR 2	YEAR 3	YEAR4	YEAR5
NO OF SITES	1	-	-	-	-
GRADES	1-6	K-7	K-8	K-9	K-10
ENROLLMENT	400 (390)	515	580	645	710

PLEASE NOTE PAGE NUMBERS IN APPLICATION WHERE THE PLANS ARE INDICATED: P. 22

TEXAS EDUCATION AGENCY
Division of School Financial Audits

MEMORANDUM

To: Mary Perry, Manager
Division of Charter Schools

From: Ramon Medina, Senior Audit Manager
Charter School Audits Section

Date: June 9, 2001

Subject: Charter Application for Westlake Academy

Auditors reviewed the Application for an Open-Enrollment Charter School for Westlake Academy and noted the following:

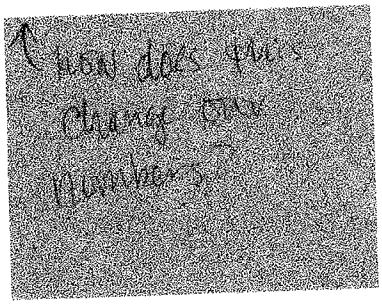
Statement describing sponsoring entity, page 12

1. The applicant stated "As a governmental entity, the Town of Westlake found that it was in the public interest that a non-profit corporation, the Westlake Academy Corporation, be created under the Texas Non-Profit Corporation Act to act on behalf of the Town as it duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities." However, the applicant identified the sponsoring entity as the Town of Westlake, Texas on the coversheet. The applicant should clearly identify the entity that applied for the charter?

Student attendance (excused and unexcused absences), page 43

2. For official attendance accounting and Foundation School Program (FSP) funding purposes, auditors will use the requirements discussed in the Student Attendance Accounting Handbook and other applicable state and federal regulations to determine if a student was present or absent and, consequently, if the charter school was entitled to FSP funds.

Should you have any questions, I may be contacted at 3-9131.



GENERATION 7 CHARTER SCHOOL APPLICATION REVIEW

Please list and explain any issues that need clarification in the interview process.

ISSUE(S)	REQUIRED INFORMATION	CONTINGENCIES PENDING
Child Find 34 CFR 300.125	*Any reference or assurance to follow 34 CFR 300.125* Applicant's primary responsibility (including referral systems) is to identify, locate, and evaluate all children with disabilities.	NOTE • Application cited the state's obligation to Child Find. The charter school is defined as a local education agency, therefore, a system of child find is the responsibility of the charter school INFORMATION REQUESTED NONE
Confidentiality		INFORMATION REQUESTED NONE
Procedural Safeguards		INFORMATION REQUESTED NONE
Prior notice by agency; content of notice		INFORMATION REQUESTED NONE
Observation (assessment/ evaluation) 34 CFR 300.531 – 300.543; TEC 29.004; 19 TAC 89.1015; 89.1040	*Any reference or assurance to follow 34 CFR 300.531- 300.543, TEC 29.004, and 19 TAC 89,1015, 89.1040* • Initial evaluation • Evaluation procedures • Determination of needed evaluation data • Determination of eligibility • Procedures for determining eligibility & placement • Reevaluation • Additional team members • Criteria for determining the existence of specific learning disabilities • Observation • Written report	INFORMATION REQUESTED • Evaluation procedures • Determination of needed evaluation data • Reevaluation • Additional team members • Observation • Written report
Development & implementation of the IEP 34 CFR 300.342 – 300.350;	*Any reference or assurance to follow 34 CFR 300.342-350; and 19 TAC 89.1050, 89.1055* • When IEPs must be in effect • IEP / ARD meetings • IEP / ARD team	INFORMATION REQUESTED • When IEPs must be in effect • IEP / ARD team • Content of the IEP

19 TAC 89.1050; 89.1055	• Parent participation • Development, review, and revision of the IEP (TAC 89.1050) • Content of the IEP • Agency responsibilities for transition services • IEP accountability	• Agency responsibilities for transition services • IEP accountability
Least Restrictive Environment (LRE) Placement 34 CFR 300.550-553	*Any reference or assurance to follow 34 CFR 300.550-553* • General LRE requirements ▪ All placements are made on an individual basis • Continuum of alternative placements (special education continuum) • Placements ▪ Annual placement decisions are determined by an ARD committee • Nonacademic settings	**NOTE** ➢ The Student Service **INFORMATION REQUESTED** • Continuum of alternative placements (special education continuum)
Transitional Planning 34 CFR 300.29, TEC 29.011; 19 TAC 89.1110; Transition MOU	*Any reference or assurance to follow 34 CFR 300.29, TEC 29.011; TAC 89.1110, and the Transition MOU*	**NOTE** ➢ The response is too vague to determine charter knowledge of special education procedures. **INFORMATION REQUESTED** *Any reference or assurance to follow* • *34 CFR 300.29, TEC 29.011; TAC 89.1110, and the Transition MOU*
Certified Personnel 34 CFR 300.23, 300.136; 19 TAC 89.1131; SBEC guidelines	*Any reference or assurance to follow 34 CFR 300.23, 300.136, TAC 89.1131, and SBEC certification guidelines* • Qualified Personnel ▪ Professionals ▪ Paraprofessionals • Personnel standards	**NOTE** ➢ The response is too vague to determine charter knowledge of special education procedures. **INFORMATION REQUESTED** • Qualified Personnel ▪ Professionals ▪ Paraprofessionals • Personnel standards
Services to Expelled Students		INFORMATION REQUESTED NONE

Please list and explain any areas of concern that need to be raised before the State Board of Education.

CONCERN(s)	ASSURANCE(s) REQUESTED
Charter could be at-risk for potential: • Due process hearings • FAPE violations • Compliance issues	Will the proposed charter submit documentation of knowledge in the specific contingencies requested above (third column – CONTINGENCIES PENDING)?

WESTLAKE CHARTER SCHOOL

Evidence of Nonprofit Status: N/A. The charter holder will be the Town of Westlake. Governmental entities are eligible to hold charters pursuant to TEC § 12.101(a)(4). Westlake has established a nonprofit corporation to act on its behalf in establishing and operating the Westlake Academy (Resolutions, Attachment 1). The exemption of this corporation from federal income tax is a separate question,[1] but whether it is exempt or not, the State Board of Education still has statutory authority under the Education Code to grant a charter to the Town of Westlake.

From TEA's standpoint, the nonprofit corporation will occupy basically the position of a school management board, with ultimate accountability for compliance with the charter resting with the Town of Westlake. The resolutions provide that no bonds or obligations of the nonprofit corporation constitute obligations of the Town of Westlake (Attachment 1). If the corporation has authority under the Texas Non-Profit Corporation Act to issue revenue bonds that by their terms are payable only from revenues of the school, and that do not otherwise bind the Town of Westlake, the exercise of that authority presents no problem for TEA. However, the applicant should recognize that nothing in the Resolutions will keep the charter holder (Town of Westlake) from being obligated for ordinary debts of its charter school. The contract for charter, which will need to be signed by the Mayor on behalf of the Town of Westlake and not just by the board chair and CEO of the Westlake Academy Corporation, provides in part: "Charterholder may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter." Therefore, for example:

- If an attendance audit reveals that Foundation School Program (FSP) funds have been overpaid to the school, and TEA needs to reclaim funds, the amount of the overpayment will be an obligation of the Town of Westlake;
- When the school contracts for educational materials or services, those debts will be obligations of the Town of Westlake;
- If the school fails to make the proper contributions to the Teacher Retirement System (TRS) for its employees, and TRS places a warrant hold on payments of state money to the charter holder, that warrant hold would include any amounts payable to the Town of Westlake, including FSP funds paid by TEA. The Town of Westlake will be the payee for FSP funds from TEA.

Public Notice: OK (Attachments 7-9, 11-12).

Facilities: The exact location and nature of the proposed facilities are not described. The application says that facilities will be "innovatively cross-utilized" between the Westlake Academy and the Town of Westlake (p. 48). Does this mean that existing

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[1] As an instrumentality of the Town of Westlake, the corporation should be exempt from federal taxation under I.R.C. § 115 as long as it is serving an "essential governmental function." *See, e.g.*, Rev. Rul. 77-261; PLR 200022028.

municipal facilities will be made available to the school, or does it mean that school facilities constructed with state funds will be used more generally for municipal purposes? Note that newly enacted TEC § 12.128 provides that property purchased or leased with state funds "may be used only for a purpose for which a school district may use school district property." The reason for raising the question is that although the application says that "[t]he Town of Westlake's resolution to provide space and facilities for Westlake Academy is in Attachment 24" (p. 48), in fact Attachment 24 authorizes the creation of a nonprofit corporation to issue revenue bonds that will help provide educational facilities "and facilities related thereto," but specifies that no such bonds or obligations will be obligations of the Town of Westlake.

Geographic Boundaries: OK (p. 51 & Attachment 27).

Impact Statement: OK (pp. 51-52 & Attachment 28).

Admissions: The application describes a first-come, first-served system (pp. 86-87). Instead, to be consistent with federal guidelines and the charter contract, the school should designate an application period, and at the end of that period conduct a lottery of all applicants in any grade level for which applications exceed available space. Siblings of Westlake Academy students may be exempted from the lottery according to federal guidelines.

Governance Structure: (pp. 15-19, 89-91 & Attachments 2-3). We received bylaws but not articles of incorporation for the Westlake Academy Corporation. Also, the application on pages 18-19 describes the officer positions of the Westlake Academy Corporation but does not answer the other application prompts concerning the corporation's board of directors (the manner in which they are selected and removed from office, how vacancies on the board are filled, etc.). The bylaws included as Attachment 3 answer these questions to some extent.

WESTLAKE

Contingencies

6 July 2001

Texas Education Agency Board
Charter School Division
Ms. Susan Barnes

Via Facsimile 512-463-9732

Re: The Westlake Academy Charter School, Generation 7 Application

Dear Ms. Barnes and Members of the State Board of Education:

During the Westlake Academy Charter School, Generation 7 Application Hearing on June 28, 2001, the Board asked questions and made suggestions concerning the Town's application. Please accept the following information to satisfy the comments and concerns raised by the Board

Admission Policy: The Town was notified that in order to receive Federal funds, the application process would have to be a lottery. The Town will comply with all State and Federal guidelines that will allow us to access the Federal funds and still comply with State law.

Curriculum: The application states that the Westlake Academy would be an International Baccalaureate (IB) curriculum, however, as members of the Board pointed out, the Academy must be in existence for three years before it can implement that program. It is the intention of the Academy to put in place the curriculum components that will lead to being certified in the International Baccalaureate program and the Academy embraces the idea of using Advance Placement (AP) curriculum to bridge that three years. Moreover, the Academy will strongly consider using the AP on a continuing basis even after the IB Curriculum is put into place.

Teacher Qualifications: The Board wanted clarification on the issue of teachers being required to have bachelor degrees and certifications. The Town agreed that all teachers would have at least a Bachelor's degree. Certification will be also required in all cases unless unique experiential learning special short-term conditions dictate otherwise.

Length of School Days: The Westlake Academy will offer a school day commensurate with curriculum certification demands, age of students and elective opportunities. In no cases will the school day be shorter than the neighboring ISD's in any grade.

We appreciate the opportunity to clarify these questions on the application and look forward to answering questions of you or the Board later this week.

Sincerely,

Trent Petty,
Town Manager

3 Village Circle • Suite 207 Solana • Westlake, Texas 76262
Metro: 817-430-0941 • Fax: 817-430-1812 • www.westlake-tx.org

Contingencies

On May 12, 2000, the State Board of Education (SBOE) adopted changes to Policy 4.3, Disclosure of Campaign Contributions and Gifts. These changes require expanded reporting from those who wish to enter into a contract, grant, or charter with the SBOE. A continuing duty to report exists after the grant, charter, or contract is issued.

INITIAL REPORT
OF
BENEFITS OR CAMPAIGN CONTRIBUTIONS CONFERRED
ON
MEMBERS OF OR CANDIDATES FOR THE STATE BOARD OF EDUCATION
For the period May 12, 2000, to the present

Individual making report: Trent O. Petty

Employer or Company represented: Town of Westlake

Position: Town Manager

Services rendered to SBOE or contract, grant, or charter issued by SBOE:
NONE

Transaction 1.

DATE: _____ AMOUNT: _____

NAME OF PERSON(S) RECEIVING BENEFIT OR CONTRIBUTION:

DETAILED DESCRIPTION OF EXPENDITURE:

Transaction 2.

DATE: _____ AMOUNT: _____

NAME OF PERSON(S) RECEIVING BENEFIT OR CONTRIBUTION:

DETAILED DESCRIPTION OF EXPENDITURE:

Transaction 3.

DATE: _____ AMOUNT: _____

NAME OF PERSON(S) RECEIVING BENEFIT OR CONTRIBUTION:

DETAILED DESCRIPTION OF EXPENDITURE:

AUTOMATIC COVER SHEET

DATE : NOV-05-01 08:25 PM

TO :

FAX #: 15124639838

FROM : TOWN OF WESTLAKE

FAX #: 817 4301812

9 PAGES WERE SENT

(INCLUDING THIS COVER SHEET)

Contingencies

WESTLAKE ACADEMY

FACSIMILE TRANSMITTAL SHEET

TO: Mary Perry	FROM: Mary Midgette
COMPANY: TEA Division of Charter Schools	DATE: 11/5/01
FAX NUMBER: 512-463-9838	TOTAL NO. OF PAGES INCLUDING COVER: 8
PHONE NUMBER: 512-463-9734	SENDER'S REFERENCE NUMBER: Charter response
RE: Charter Application Audit Response	YOUR REFERENCE NUMBER:

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

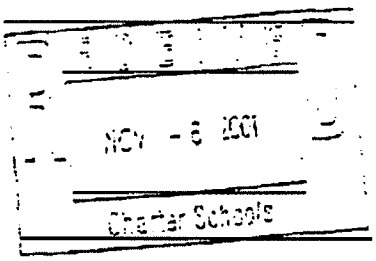
NOTES/COMMENTS:

Mary,

I believe you and Dr. John Brooks have discussed this letter via phone conversations. Here is the final version, signed, etc.

Would you please give me a call and let me know what the next step is in requesting the extension for opening that we discussed earlier in the year. I believe that this letter is the last item you need from us before issuing the charter contract. If there is anything further, please do not hesitate to call me.

Thank you for your help in this matter.



#1 VILLAGE CIRCLE SUITE 207
WESTLAKE, TEXAS 76262
PHONE 817-430-0941 FAX 817-430-1812

WESTLAKE

Contingencies

October 24, 2001

Ms. Mary Perry, Manager
Division of Charter Schools
Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701-1494

Dear Ms. Perry:

In Response to the Memorandum to you from the Charter School Audits Section dated June 9, 2001, concerning the Charter Application for Westlake Academy, The Town of Westlake wishes to respond to the concerns pointed out in the following manner:

FINANCE REVIEW:

- Statement describing sponsoring entity, page 12

The Town of Westlake applied for and received the charter. For organizational purposes, the Town elected to create a new division, much like any other city department by organizing and appointing the "Westlake Academy" as described in Attachment #1, Resolution 01-05 of the application. To eliminate any doubt as to the Town's intentions and organizing structure, the Board of Aldermen appointed themselves acting in their elected capacity and responsibility to the Town of Westlake as the Directors of the Academy. Furthermore, they appointed the Town Manager, acting in his capacity as Town Manager, as the Executive Director; and the Mayor as Chairman of the Board of Directors.

By creating the "Westlake Academy" and structuring the organization under the control of the elected Board of Aldermen and the Town Manager, the Board insured the Town's ability to sell bonds identified for the school, as well as provide permanent ownership, management and control of the school by the Town.

- Student attendance (excused and unexcused absences), page 43

The School acknowledges that we will be governed by the Student Attendance Accounting Handbook and other applicable state and federal regulations in determining if a student is present or absent and, consequently, if the charter school is entitled to Foundation School Program funds.

Contingencies

SPECIAL EDUCATION REVIEW:

- Child Find

Westlake Academy accepts the responsibility to implement a system of Child Find as a charter school / local education agency of the State as stated on page 73 of our application.

- Confidentiality

No information was requested.

- Procedural Safeguards

No information was requested.

- Prior notice by agency: content of notice

No information was requested.

- Observation (assessment/evaluation) 34CFR 300.531-300.5443; TEC 29.004; 19 TAC 89.1015;89.1040

Westlake Academy will provide for the **Evaluation Procedures, Determination of Needed Evaluation Data, Reevaluation, Additional Team Members, Observation, and Written Reports** in compliance with 34CFR 300.531-300.5443; TEC 29.004; 19 & TAC 89.1015; 89.1040. When the professional staff is hired and can participate in the development process of these procedures. The rules of the Texas Education Agency and Federal Regulations (as illustrated in the Side by Side document produced by the Special Education Division of the Texas Education Agency dated August 2001) will be followed.

- Development and Implementation of the IEP

Westlake Academy will designate that IEPs must be in effect at least within 90 days of initial referral. The Individual Education Plans will be prepared by the ARD meeting, which must occur no later than 90 days from the initial referral. The Admission Review & Dismissal committees are to meet once a year and within 90 days of the initial referral. The content of IEPs, Our responsibility for Transition Services, and the accountability for IEPs; will be designated as the professional staff is hired and can participate in the development process of these procedures. The rules of the Texas Education Agency and Federal Regulations (as illustrated in the Side by Side document produced by the Special Education Division of the Texas Education Agency dated August 2001) will be followed.

- Least Restrictive Environment (LRE) Placement

Contingencies

The continuum of alternative placements will use as a guide: the rules of the Texas Education Agency and Federal Regulations (as illustrated in the Side by Side document produced by the Special Education Division of the Texas Education Agency dated August 2001) (pages 149 –192). Generally, all LREs will be made on an individual basis, using the total continuum of services discussed above. Placements will be made annually by the ARD committee. Students will be given opportunities in nonacademic settings to be mainstreamed with regular students.

- Transitional Planning

Westlake Academy will follow 34 CFR 300.29, TEC 29.011: TAC 89.1110, and the Transition MOU. This is stipulated in the Side by Side document produced by the Special Education Division of the Texas Education Agency dated August 2001, on pages 23 – 35.

- Certified Personnel

Westlake Academy will follow 334 CFR 300.23, 300.136, TAC 89.1131 and SBEC certification guidelines where appropriately applied to Charter Schools. The rules of the Texas Education Agency and Federal Regulations (as illustrated in the Side by Side document produced by the Special Education Division of the Texas Education Agency dated August 2001)(pages 15 -- 18) will be followed.

- Services to Expelled Students

No information was requested.

LEGAL REVIEW:

- Evidence of Nonprofit Status

The Mayor will sign the contract for charter and the Town of Westlake will be ultimately responsible for all legal obligations of the school.

- Public Notice

No information was requested

- Facilities

State funds will not be used to construct the Academy. By creating the "Westlake Academy" and structuring the organization under the control of the elected Board of Aldermen and the Town Manager, the Board insured the Town's ability to sell bonds identified for the school, as well as provide permanent ownership, management and

Contingencies

control of the school by the Town. Areas such as a library, performing arts center, recreational areas, and service maintenance facilities will serve both the Town and the School. The obligation to pay the bonds off will rest with the Town of Westlake.

- Geographic Boundaries

No information was requested.

- Impact Statement

No information was requested

- Admissions

Student from outside the Academy's boundaries as established in the charter, will be subject to an application process, to be consistent with federal guidelines and the charter contract. The Academy will designate an application period, and at the end of that period it will conduct a lottery of all applicants in any grade level for which applications exceed available space. Siblings of Westlake Academy students, children of employees and Charter School Founders will be exempted from the lottery.

- Governance Structure:

Articles of Incorporation for the Westlake Academy Corporation are attached to this letter, and will serve to answer the manner in which Westlake Academy Corporation's Board of Directors is selected and removed from office, how the vacancies on the board are filled, etc.

I hope that this will serve to address each of the questions pointed out by the Agency Internal Review Team. If there is additional information needed, I will be glad to provide it. We appreciate the opportunity to create an environment that challenges student, educators and our community. We are building a truly great Academy which all Texas may be proud of.

Sincerely,

Trent Petty
CEO, Westlake Academy
Town Manager, Town of Westlake

Contingencies

COPY

ARTICLES OF INCORPORATION
of
WESTLAKE ACADEMY

We, the undersigned natural persons, of the age of eighteen (18) years or more, acting on behalf of and as directed by the Town of Westlake, Texas (the "Town"), as the incorporators of a nonprofit corporation (the "Corporation") created under the Texas Non-Profit Corporation Act, TEX. REV. CIV. STAT. ANN. Art. 1396 (Vernon 1997), as amended (the "Texas Non-Profit Corporation Act"), do hereby adopt the following Articles of Incorporation for the corporation ("Corporation"):

ARTICLE I

The name of the Corporation is "Westlake Academy."

ARTICLE II

The Corporation is a nonprofit corporation created under the Texas Non-Profit Corporation Act.

ARTICLE III

The duration of the Corporation is perpetual (subject to dissolution according to law as provided in these Articles of Incorporation).

ARTICLE IV

The purpose of the Corporation is to act on behalf of the Town as its duly constituted authority and instrumentality and, in connection therewith, to exercise all powers and authority granted under the Texas Non-Profit Corporation Act and other applicable law.

ARTICLE V

The Corporation shall have no members and is a nonstock corporation.

ARTICLE VI

The street address of the initial registered office of the Corporation is 3 Village Circle, Suite 207, Westlake, Texas 76262, and the name of the initial registered agent at that address is Scott Bradley.

ARTICLE VII

All powers and authority of the Corporation shall be vested in a board of directors (the "Board"), subject to limitations imposed by law or otherwise, each member of which shall be appointed by resolution of the governing body of the Town. The number of directors and their terms of office shall be fixed by the bylaws of the Corporation consistent with the Texas Non-Profit Corporation Act. The directors shall serve without compensation, except that they shall be entitled to reimbursement for the actual expenses they incur in the performance of their official duties.

Contingencies

COPY

ARTICLE VIII

The number of directors constituting the initial Board shall be six. The respective names and addresses of the initial directors, are as follows:

	Name of Initial Director	Address
1	Scott Bradley	10 Paigebrooke Lane Westlake, TX 76262
2	Fred Held	4105 Aspen Lane Westlake, TX 76262
3	Don Redding	5925 Janet Court Westlake, TX 76262
4	Larry Sparrow	4035 Aspen Lane Westlake, TX 76262
5	Buddy Brown	13298 Thornton Drive Westlake, TX 76262
6	Bill Frey	5924 Janet Court Westlake, TX 76262

ARTICLE IX

The respective names and street addresses of the incorporators, each of whom is a citizen of the State of Texas and at least 18 years of age, are as follows:

	Name of Incorporator	Address
1	Scott Bradley	10 Paigebrooke Lane Westlake, TX 76262
2	Fred Held	4105 Aspen Lane Westlake, TX 76262
3	Don Redding	5925 Janet Court Westlake, TX 76262
4	Larry Sparrow	4035 Aspen Lane Westlake, TX 76262
5	Buddy Brown	13298 Thornton Drive Westlake, TX 76262
6	Bill Frey	5924 Janet Court Westlake, TX 76262

ARTICLE X

On February 12, 2001 the governing body of the Town duly adopted a resolution ordering the creation of the Corporation, authorizing the Corporation to act on behalf of the Town as its duly constituted authority and instrumentality, and approving the form of these Articles of Incorporation.

Contingencies

COPY

ARTICLE XI

These Articles of Incorporation and/or the Bylaws of the Corporation may be amended from time to time by a majority vote of the entire membership of the Board with the approval of the governing body of the Town. Neither the Corporation's initial bylaws nor any amendment thereof shall take effect until approved by the governing body of the Town.

ARTICLE XII

No dividends shall be paid by the Corporation and no part of its earnings shall be distributed to or inure to the benefit of the Corporation's directors or officers or to any private person, firm, corporation, or association except in reasonable amounts for services rendered.

ARTICLE XIII

To the extent permitted by law, the governing body of the Town, in its discretion and without any action by the Board, may at any time change the structure, organization, programs, or activities of the Corporation or may dissolve the Corporation. If the Board determines that the Corporation's purposes have been substantially accomplished, and all of the Corporation's debts and claims have been satisfied, or satisfaction thereof has been provided for, the Board shall, upon approval by the governing body of the Town, dissolve the Corporation. Any dissolution of the Corporation shall be subject to any limitations on the impairment of contracts prescribed by the respective constitutions and other applicable law of the United States of America and the State of Texas. If the Corporation is dissolved when it has, or is entitled to, any interest in any funds or other property of any kind (real, personal, or mixed), the interest shall not be transferred to private ownership but shall be transferred and delivered to the Town (after satisfaction or provision for satisfaction of the Corporation's debts and claims has been made).

ARTICLE XIV

Regardless of any other provisions of these Articles of Incorporation or the laws of the State of Texas, the Corporation shall not:

(1) permit any part of the net earnings of the Corporation to inure to the benefit of any private individual (except that reasonable compensation may be paid for personal services rendered to or for the Corporation affecting one or more of its purposes);

(2) devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise; or

(3) participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

IN WITNESS WHEREOF, we have executed these Articles of Incorporation on this 12th day of February, 2001.

Transmission Report

Contingencies

Date/Time 11-29-01; 9:27AM
Local ID 512.463 8298
Local Name TEA LEGAL SERVICES
Company Logo FAX REPLY TO 512-475-3662

This document was confirmed.
(reduced sample and details below)
Document Size Letter-S

Texas Education Agency 1701 North Congress, Suite 9-150, Austin TX 78701

FAX

Date: 11/29/01
Number of pages including cover sheet: 3

To: MR. TRENT PERRY
TOWN MANAGER
TOWN OF WESTLAKE
Phone:
Fax phone: 817-430-1812
cc:

From: Office of Legal Services
MARGARET E. BAKER
Phone: (512) 463-9720
Fax phone: (512) 475-3662

REMARKS: ☐ Urgent ☑ For your review ☐ Reply ASAP ☐ Please comment

RE: WESTLAKE ACADEMY

Total Pages Scanned : 3 Total Pages Confirmed : 3

No.	Doc	Remote Station	Start Time	Duration	Pages	Mode	Comments	Results
1	21	918174301812	11-29-01; 9:23AM	1'21"	3/ 3	EC		CP 9600

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RE: Resend
MP: Multi-Poll
RM: Receive to Memory
HP: Host Print
HP: Host Receive
PD: Polled by Remote
PG: Polling a Remote
DR: Document Removed
FO: Forced Output
FM: Forward Mailbox Doc.
MB: Receive to Mailbox
PI: Power Interruption
TM: Terminated by user
WT: Waiting Transfer
WS: Waiting Send

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Contingencies

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REMARKS: ☐ Urgent ☑ For your review ☐ Reply ASAP ☐ Please comment

RE: WESTLAKE ACADEMY

Contingencies

TEXAS EDUCATION AGENCY

1701 North Congress Ave. * Austin, Texas 78701-1494 * 512/463-9734 * FAX: 512/463-9838 * http://www.tea.state.tx.us

Jim Nelson
Commissioner of Education

November 28, 2001

Mr. Trent Petty
Town Manager, Town of Westlake
3 Village Circle, Suite 207
Westlake, TX 76262
Fax (817) 430-1812

VIA FACSIMILE

Re: Legal Contingencies for Westlake Academy

Dear Mr. Petty:

I have reviewed the information that you submitted addressing the legal contingencies of which you were previously informed. Though the information reflects that you have resolved most of the contingencies, there are several matters that must be corrected.

Your letter states that the Town of Westlake will be responsible for the legal obligations of the charter school, including the obligation to pay off any revenue bonds that are sold. The three February 12, 2001 resolutions in Attachments 1 and 24, however, conflict with these statements in that they states as follows: "WHEREAS, no Bonds or Obligations of the Corporation will constitute obligations (whether special, general, or moral) of the Town." It would seem that formal action by the Board of Aldermen is needed to clarify the issue of the Town of Westlake's responsibility for the obligations of the corporation and the school.

In addition, you provided a copy of Westlake Academy's Articles of Incorporation that consists of three pages but does not include any signatures. It appears that the last page of the document is missing. Please provide the missing page so that we will have a complete document.

Finally, House Bill 6, which became effective on September 1, 2001, added requirements that all charters granted: (1) prohibit discrimination in admissions based on artistic ability and (2) specify the manner in which a school will distribute to parents information related to the qualifications of each professional employee. (See Texas Education Code section 12.111(6), (11)). Accordingly, you need to amend your application by providing an appropriate non-discrimination statement and a statement regarding how you will inform parents of each professional employee's qualifications.

Once these matters are resolved, I will notify the Charter School Division that all legal contingencies have been corrected. Please contact me at (512) 475-3432 if you have any questions.

Sincerely,

Margaret E. Baker

Margaret E. Baker
Senior Counsel
Division of Legal Services

c: Mary Perry
Ertha Patrick

Contingencies

TEXAS EDUCATION AGENCY

1701 North Congress Ave.☆ Austin, Texas 78701-1494 ☆ 512/463-9734 ☆ FAX: 512/463-9838 ☆ http://www.tea.state.tx.us

Jim Nelson
Commissioner of Education

RECEIVED
NOV 29 2001
Charter Schools

November 28, 2001

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Mr. Trent Petty
Town Manager, Town of Westlake
3 Village Circle, Suite 207
Westlake, TX 76262
Fax (817) 430-1812

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Sincerely,

Margaret E. Baker

Margaret E. Baker
Senior Counsel
Division of Legal Services

c: Mary Perry
Ertha Patrick

~~Contingencies~~

IMPORTANT MESSAGE

FOR Maggie

DATE 12/10 TIME 12:20 A.M. P.M.

M John Brooks

OF

PHONE 440-565-2756
AREA CODE NUMBER EXTENSION

☐ FAX

☐ MOBILE
AREA CODE NUMBER TIME TO CALL

TELEPHONED	✓	PLEASE CALL	
CAME TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		RUSH	
RETURNED YOUR CALL		WILL FAX TO YOU	

MESSAGE Re: your letter dated 11/28/01 to Mr. Kirby at Westlake Academy Charter School

SIGNED

TOPS FORM 4005 LITHO IN U.S.A.

WESTLAKE

Contingencies

RECEIVED
2001 DEC 17 PM 2:10
LEGAL SERVICES

Margaret Baker
Senior Counsel
Texas Education Agency
Division of Legal Services
1701 N. Congress Ave.
Austin, Texas 78701

December 10, 2001

Dear Ms. Baker

Thank you for the time you have spent reviewing the Westlake Academy Charter School application. I appreciate your patience and diligence as we seek to answer all the questions and correct any errors or oversights still existing in our application. I am glad to provide the following response concerning the issues discussed in your letter and more specifically in our telephone conversation.

In order to attempt to clarify the outstanding issues, I am referring directly to a Texas Education Agency, Division of School Financial Audits Memorandum sent to Mary Perry, Manager of the Division of Charter Schools by Ramon Medina, Senior Audit Manager, Charter School Audits Section on June 9, 2001. The memorandum noted the following under subheading Statement Describing Sponsoring Entity, page 12:

> 1. The applicant stated "As a government entity, The Town of Westlake found that it was in the public interest that a non-profit corporation, The Westlake Academy Corporation, be created under the Texas Non-Profit Corporation Act to act on behalf of the Town as its duly constituted authority and instrumentality, within the meaning of the Internal Revenue Code of 1986, as amended, for the purpose of providing educational services and facilities." However, the applicant identified the sponsoring entity as the Town of Westlake, Texas on the coversheet. The applicant should clearly identify the entity that applied for the charter"

ANSWER

The sponsoring entity for the charter school application is The Town of Westlake. The idea, the vision, the planning and implementation of the Westlake Academy are all direct results of the Board of Alderman of the Town of Westlake directing the staff to hire the consultants, retain the lawyers and submit the application for the Westlake Academy. Structurally, the Town received input from legal staff, our consultants and TEA concerning the creation of the non -profit corporation to operate and manage the school. This entity is the Westlake Academy Corporation (see application Section I, part G, p.12), which was created as an instrumentality of the Town of Westlake. As the resolution indicates, the Town maintains 100% responsibility, ownership and control of the Westlake Academy through its instrumentality, the Westlake Academy Corporation. Accordingly, **The Westlake Academy Corporation must be the charter holder.**

It is the Town's intent to issue debt, build, own and operate *the facilities* which house the Westlake Academy. The Town of Westlake will then lease that portion of the facilities used by the school to the Westlake Academy Corporation to operate the school in accordance with the application. We believe this arrangement makes the best use of tax revenues by focusing them on teaching, curriculum and operation rather than debt service.

The Westlake Academy Corporation, like any non-profit corporation created under Chapter 12, Subchapter D of the Education Code, is authorized to issue debt. While it is not contemplated

that the Corporation will ever have to issue debt, the fact remains that if it did, then the Corporation would be responsible for issuing and supporting that debt, not the Town of Westlake. The separation of these entities would not only be practically necessary for municipal finance purposes but legally necessary for a Type A General Law City. Therefore, as stated in the application and cited in your letter, no Bonds or Obligations *of the Corporation* will constitute obligations of the Town.

The Town of Westlake will jointly use the Westlake Academy facilities. All administrative functions of the Town and the Academy will be housed under one roof in the facilities built by the Town of Westlake. The unified management and control of the school and the Town are one of the unique features that we believe will lead to a more efficient and effective organization structure for the school. The vision for the school is for many of the same classrooms that house children during the day be available for adult continuing education programs and corporate training at night. These classes and uses would be offered and maintained by the Town of Westlake as owner of the facility.

Appropriate proportioning of expenses and separation of funds between the Town of Westlake and the Westlake Academy Corporation will be strictly maintained and accounted for as required by municipal GAAP and standard municipal financial reporting and disclosure.

The structure of the Westlake Academy Corporation as described in the Resolution clearly demonstrates the Town's commitment to oversee and govern the Westlake Academy. Specific steps taken by the Town to illustrate this commitment to TEA and the Board of Education include the Town owning, supervising and controlling the facilities; the Town appointed the Town Manager as CEO of the School and the Mayor as Chairman of the Board; and finally, the Town appointed each of the elected Alderman to fill all school board positions. This organization structure should clearly demonstrate the control and accountability required by the Legislature, instructed by the State Board of Education and sought by TEA. The Westlake Academy Corporation will operate the school completely. It is fully acknowledged and understood that the holder of the charter, The Westlake Academy Corporation, may not and will not *delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter.*

This provision is fully understood and agreed to. I apologize for any confusion that may have resulted from subsequent communications regarding the Town's role in the management and daily operation of the school

You also cited the need to amend the application to provide appropriate non-discrimination statement and a statement regarding how we will inform parents of each professional employee's qualifications. These amendments have been made and are attached for your review. While we are more than happy to illustrate our non-discrimination policy, I find it curious that TEA would add this requirement when the legislature passed it *after* the application deadline had already passed. *Is this a retroactive requirement?* If so, we will be happy to comply, or if it will be simpler, we can send the statement without having to necessarily amend the application. I will await your direction one-way or the other.

If you have any further questions, please do not hesitate to call me at (817) 430-4857. We appreciate your help and patience as we continue toward building a unique and very special school that will open a new door to excellence in Public Education for the State of Texas.

Sincerely,

Trent O. Petty
Town Manager

Contingencies

Westlake Academy will prohibit discrimination in admissions based on artistic ability and we will inform the parents of the qualifications of the professional employees that teach their children. This information will be disseminated in a brochure that will be published each year that gives a brief vita of the staff of the school. There will be current records about each teacher's qualifications, which will be readily available in the office and throughout the year for parents to view whenever they wish.

With regard to the non-discrimination statement, we assert that in its enrollment procedures Westlake Academy will not discriminate on the basis of artistic or athletic ability.

WESTLAKE CHARTER SCHOOL

Evidence of Nonprofit Status: N/A. The charter holder will be the Town of Westlake. Governmental entities are eligible to hold charters pursuant to TEC § 12.101(a)(4). Westlake has established a nonprofit corporation to act on its behalf in establishing and operating the Westlake Academy (Resolutions, Attachment 1). The exemption of this corporation from federal income tax is a separate question,[1] but whether it is exempt or not, the State Board of Education still has statutory authority under the Education Code to grant a charter to the Town of Westlake.

From TEA's standpoint, the nonprofit corporation will occupy basically the position of a school management board, with ultimate accountability for compliance with the charter resting with the Town of Westlake. The resolutions provide that no bonds or obligations of the nonprofit corporation constitute obligations of the Town of Westlake (Attachment 1). If the corporation has authority under the Texas Non-Profit Corporation Act to issue revenue bonds that by their terms are payable only from revenues of the school, and that do not otherwise bind the Town of Westlake, the exercise of that authority presents no problem for TEA. However, the applicant should recognize that nothing in the Resolutions will keep the charter holder (Town of Westlake) from being obligated for ordinary debts of its charter school. The contract for charter, which will need to be signed by the Mayor on behalf of the Town of Westlake and not just by the board chair and CEO of the Westlake Academy Corporation, provides in part: "Charterholder may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter." Therefore, for example:

- If an attendance audit reveals that Foundation School Program (FSP) funds have been overpaid to the school, and TEA needs to reclaim funds, the amount of the overpayment will be an obligation of the Town of Westlake;
- When the school contracts for educational materials or services, those debts will be obligations of the Town of Westlake;
- If the school fails to make the proper contributions to the Teacher Retirement System (TRS) for its employees, and TRS places a warrant hold on payments of state money to the charter holder, that warrant hold would include any amounts payable to the Town of Westlake, including FSP funds paid by TEA. The Town of Westlake will be the payee for FSP funds from TEA.

Public Notice: OK (Attachments 7-9, 11-12).

Trent Petty

Facilities: The exact location and nature of the proposed facilities are not described. The application says that facilities will be "innovatively cross-utilized" between the Westlake Academy and the Town of Westlake (p. 48). Does this mean that existing

[1] As an instrumentality of the Town of Westlake, the corporation should be exempt from federal taxation under I.R.C. § 115 as long as it is serving an "essential governmental function." *See, e.g.*, Rev. Rul. 77-261; PLR 200022028.

Classroom space would be other purposes

municipal facilities will be made available to the school, or does it mean that school facilities constructed with state funds will be used more generally for municipal purposes? Note that newly enacted TEC § 12.128 provides that property purchased or leased with state funds "may be used only for a purpose for which a school district may use school district property." The reason for raising the question is that although the application says that "[t]he Town of Westlake's resolution to provide space and facilities for Westlake Academy is in Attachment 24" (p. 48), in fact Attachment 24 authorizes the creation of a nonprofit corporation to issue revenue bonds that will help provide educational facilities "and facilities related thereto," but specifies that no such bonds or obligations will be obligations of the Town of Westlake.

Geographic Boundaries: OK (p. 51 & Attachment 27).

Impact Statement: OK (pp. 51-52 & Attachment 28).

Admissions: The application describes a first-come, first-served system (pp. 86-87). Instead, to be consistent with federal guidelines and the charter contract, the school should designate an application period, and at the end of that period conduct a lottery of all applicants in any grade level for which applications exceed available space. Siblings of Westlake Academy students may be exempted from the lottery according to federal guidelines.

Governance Structure: (pp. 15-19, 89-91 & Attachments 2-3). We received bylaws but not articles of incorporation for the Westlake Academy Corporation. Also, the application on pages 18-19 describes the officer positions of the Westlake Academy Corporation but does not answer the other application prompts concerning the corporation's board of directors (the manner in which they are selected and removed from office, how vacancies on the board are filled, etc.). The bylaws included as Attachment 3 answer these questions to some extent.

Transmission Report

Contingencies

Date/Time	1- 3-02:10:15AM
Local ID	512 463 8298
Local Name	TEA LEGAL SERVICES
Company Logo	FAX REPLY TO 512-475-3662

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TEXAS EDUCATION AGENCY
Division of Legal Services
1701 North Congress Avenue, Suite 2-150
Austin, Texas 78701

Facsimile Transmission Sheet

Date: 1/3/02 Number of pages including cover sheet 3

To: MR. TRENT PETTY
TOWN MANAGER
TOWN OF WESTLAKE

Fax: 817-430-1812

Tel.:

From: Margaret E. Baker
Senior Counsel
Fax: (512) 475-3662
Tel.: (512) 463-9720

Remarks:
RE: WESTLAKE ACADEMY

Confidentiality Notice

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TEXAS EDUCATION AGENCY

Division of Legal Services
1701 North Congress Avenue, Suite 2-150
Austin, Texas 78701

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TOWN MANAGER
TOWN OF WESTLAKE

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Tel.:

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Senior Counsel
Fax: (512) 475-3662
Tel.: (512) 463-9720

Remarks:
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M.P ✓

Contingencies

TEXAS EDUCATION AGENCY

1701 North Congress Ave.★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

Jim Nelson
Commissioner of Education

RECEIVED
JAN - 4 2002
Charter Schools

January 3, 2002

VIA FACSIMILE

Mr. Trent Petty
Town Manager, Town of Westlake
3 Village Circle, Suite 207
Westlake, TX 76262
Fax (817) 430-1812

Re: Legal Contingencies for Westlake Academy

Dear Mr. Petty:

I have reviewed your letter dated December 10, 2001, regarding the legal contingencies of which you were previously informed. There are two matters that must be addressed to resolve all legal contingencies. First, statements in your letter reflect that you are confused about the meaning of the terms "sponsoring entity" and "charter holder" and about the roles of the Town of Westlake and the Westlake Academy Corporation.

Both "sponsoring entity" and "charter holder" refer to the entity that is eligible to receive a charter under Texas Education Code Chapter 12, Subchapter D (i.e., a governmental entity or a 501(c)(3) nonprofit corporation). The application for charter school that was approved by the State Board of Education listed the Town of Westlake as the sponsoring entity for the proposed charter. Thus, the Town of Westlake, not the Westlake Academy Corporation, will be the entity that holds the charter, or the charter holder. From TEA's standpoint, the Westlake Academy Corporation is essentially a managing school board. Accordingly, the statements in your letter that the Westlake Academy Corporation "must be the charter holder" and "will operate the school completely" are incorrect. The Town of Westlake will be the charter holder and will be ultimately responsible for the operation of the charter school. The charter contract which will be entered into with the Town of Westlake will provide in part that the Town of Westlake, as the charter holder, "may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter." Please acknowledge that you understand the above-described issue.

Second, please provide the missing page from the Articles of Incorporation for the Westlake Academy Corporation. Once these matters are resolved, I will notify the Charter School Division that all legal contingenc es have been corrected.

Please contact me at (512) 475-3432 if you have any additional questions. Thank you for your cooperation.

Sincerely,

Margaret E. Baker

Margaret E. Baker
Senior Counsel
Division of Legal Services

c: Mary Perry
Ertha Patrick

Contingencies

WESTLAKE

Town of Westlake
3 Village Circle, Ste. 207
Westlake, TX 76262
817-430-0941
817-430-1812 - Fax

facsimile transmittal

To: Fax:

From: Date:

Re: Pages:

CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycl

fax to
Maggie Baker
512 475-3662

Contingencies

Fred Heid, Incorporator

Don Redding, Incorporator

Mary Sparrow, Incorporator

Buddy Brown, Incorporator

Bill Frey, Incorporator

Scott Bradley, Incorporator

Mary Midgette
1/3 ltr.
817-430-0141

Send copy of
1st ltr.

Contingencies

STATE OF TEXAS

COUNTY OF TARRANT

I, the undersigned, a Notary Public of the State of Texas, certify that on this 12th day of February, 2001, personally appeared before me SCOTT BRADLEY, FRED HELD, DON REDDING, LARRY SPARROW, BUDDY BROWN, and BILL FREY who, being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as incorporators and that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the date and year above written.

Ginger Crosswy
Notary Public, State of Texas

[SEAL]

Ginger Crosswy

My Commission Expires: 2/22/04

GINGER CROSSWY
Notary Public
STATE OF TEXAS
My Comm. Exp. 02/22/2004

Transmission Report

Contingencies

Date/Time 1-15-02; 4:18PM
Local ID 512 463 8298
Local Name TEA LEGAL SERVICES
Company Logo FAX REPLY TO 512-475-3662

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TEXAS EDUCATION AGENCY
Division of Legal Services
1701 North Congress Avenue, Suite 2-160
Austin, Texas 78701

Facsimile Transmission Sheet

Date: 1/15/02 Number of pages including cover sheet 3

To: MARY MINGENE

From: Margaret E. Baker
Senior Counsel
Fax (512) 475-3662
Tel.: (512) 463-9720

Fax: 817-430-1812

Tel.:

Remarks:
RE: WESTLAKE ACADEMY

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PG: Polling a Remote
DR: Document Removed
FO: Forced Output
FM: Forward Mailbox Doc.
MB: Receive to Mailbox
PI: Power Interruption
TM: Terminated by user
WT: Waiting Transfer
WS: Waiting Send

TEXAS EDUCATION AGENCY

Division of Legal Services
1701 North Congress Avenue, Suite 2-150
Austin, Texas 78701

Facsimile Transmission Sheet

Date: 1/15/02 Number of pages including cover sheet 3

To: MARY MIDGETTE

From: Margaret E. Baker
Senior Counsel
Fax: (512) 475-3662
Tel.: (512) 463-9720

Fax: 817-430-1812

Tel.:

Remarks:
RE: WESTLAKE ACADEMY

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Contingencies

WESTLAKE

Margaret E. Baker
Senior Counsel
Division of Legal Services
1701 N. Congress Ave.
Austin, Texas 78701-1494

January 16, 2002

Dear Ms. Baker:

I appreciate your letter of January 3, 2002 conveying the outstanding conditions to complete the Town of Westlake's legal contingencies.

Per your instructions, on behalf of the Town of Westlake and the Board of Aldermen, I want to convey our understanding that the Town of Westlake will hold the Charter awarded by the State Board of Education.

I have verified that the missing page from the Articles of Incorporation for the Westlake Academy Corporation has been provided to you.

In addition, I received a telephone voice message from Ms. Eartha Patrick at TEA telling us that the TEA staff has cleared whatever accounting contingencies may have existed.

The Town of Westlake is currently in the architectural selection phase of the project. It is our understanding that once the legal contingencies have been addressed to TEA's satisfaction that we may expect our Charter contract. Please notify us as soon as possible if we are confused about the next step in the process so that we may remedy any problems immediately.

Sincerely

Trent Petty
Town Manager

Contingencies

AUTOMATIC COVER SHEET

DATE : JAN-18-02 12:40 PM

TO :

FAX #: 15124753662

FROM : TOWN OF WESTLAKE

FAX #: 817 4301812

2 PAGES WERE SENT

(INCLUDING THIS COVER SHEET)

TEXAS EDUCATION AGENCY
1701 North Congress Ave.★ Austin, Texas 78701-1494 ★ 512/463-9734★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

Jim Nelson
Commissioner of Education

NOTIFICATION OF STATE BOARD OF EDUCATION ACTION

TO: Trent Petty
Westlake Academy

FROM: Dr. Susan Barnes, Assistant Commissioner
Charter Schools Division

RE: July 2001 State Board of Education Action

DATE: August 9, 2001

At the regular meeting of the State Board of Education on July 12, 2001, the board approved awarding an open-enrollment charter school to the sponsoring entity for Westlake Academy. Final approval will be contingent upon meeting all conditions enumerated and addressing all deficiencies.

Please feel free to call (512) 463-9575 or fax (512) 463-9732 if you have questions. The agency staff looks forward to working with you.

Texas Education Agency

CHARTER SCHOOLS DIVISION

William B. Travis Building
1701 N. Congress Avenue
Austin, TX 78701-1494
(512) 463-9575
FAX: (512) 463-9732

DATE: August 13, 2001

TO: Mary Midget

FAX: 817-430-1812

Page(s): 2 (including cover sheet)

FROM: Mary Perry, Charter Schools Division, TEA

MESSAGE:

Westlake Academy
District/Institution Name

County-District No.

TEXAS EDUCATION AGENCY

Division of Contracts and Grants Administration

General Application of Assurances for Federal Programs Administered by the U.S. Department of Education

Authority for Data Collection: 20 USC Section 1232e.

Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e) stipulate that "Each local education agency which participates in an applicable program under which federal funds are made available to such agency through a State agency shall submit, to such agency or board, a general application containing the assurances set forth in subsection (b) of this section." The application shall cover the participation by the local education agency in all federal programs administered by the U.S. Department of Education.

Instructions: This general application will be in effect for the duration of participation in federal programs until such time as the requirements change. The superintendent or other authorized officer must sign the certification and return to the address below. Payment for federally funded applications and contracts cannot be made by this Agency until the general application is received. For further information, contact the Division of Contracts and Grants Administration at (512) 463-9269.

Certification:

I, the undersigned authorized official for the above-named local educational agency, in accordance with 20 USC Section 1232e, hereby apply for participation in federally funded education programs.

I certify that the local educational agency will adhere to the assurances stated on page 2 of this form.

Typed Name of Authorized Official	Date	Telephone	Signature (must be original)
Trent Petty	8/30/01	817 430-0941	
Typed Title of Authorized Official			
Chief Executive Officer			

Return original to:
Texas Education Agency
William B. Travis Bldg.
Attention: Cynthia Hernandez
Division of Charter Schools
1701 North Congress
Austin, Texas 78701

DF/GA-001R00

Jim Nelson
Commissioner of Education

TEXAS EDUCATION AGENCY

1701 North Congress Ave.★ Austin, Texas 78701-1494★ 512/463-9734★ FAX: 512/463-9838★ http://www.tea.state.tx.us

CHARTER SCHOOL DIVISION

DATE: August 15, 2001

TO: Generation 7 Schools

RE: General Application of Assurances for Federal Programs

The *General Application of Assurances for Federal Programs* form is being faxed to you. Please complete and return the form. Although you are asked for your county-district number in the right corner of the form, it is understood that you have not yet received a contract or been issued a county-district number. Agency staff will add the county-district number to the form once it is assigned. This form is significant because you are ineligible for any federal monies including the Title X start-up funds without theses assurances.

The contract will be issued when all contingencies are cleared. If you have questions regarding the contingencies, please advise Ertha Patrick at (512) 936-2624.

It is imperative that the form contain an original signature.
Therefore, you must mail the document to the address below.

Texas Education Agency
William B. Travis Bldg.
Attention: Cynthia Hernandez
Division of Charter Schools
1701 North Congress
Austin, Texas 78701

Section 1232e, United States Code, Title 20, Education

ASSURANCES

Assurance is hereby given that:

1. the local educational agency will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;

2. the control of funds provided to the local educational agency under each program, and title to property acquired with those funds, will be in a public agency and a public agency will administer those funds and property;

3. the local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;

4. the local educational agency will make reports to the Texas Education Agency or State Board of Education and to the Secretary of Education as may reasonably be necessary to enable the Texas Education Agency or State Board of Education and the Secretary of Education to perform their duties and the local educational agency will maintain such records, including the records required under section 1232f * of this title, and provide access to those records, as the Texas Education Agency or State Board of Education or the Secretary of Education deem necessary to perform their duties;

5. the local educational agency will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;

6. any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;

7. in the case of any project involving construction-

   (A) the project is not inconsistent with overall State plans for the construction of school facilities, and

   (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary of Education under section 794 of Title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;

8. the local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and

9. none of the funds expended under any applicable program will be used to acquire equipment (including

computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

* Section 1232f, United States Code, Title 20, Education

RECORDS

Each recipient of Federal funds under any applicable program through any grant, subgrant, cooperative agreement, loan, or other arrangement shall keep records which fully disclose the amount and disposition by the recipient of those funds, and the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit.

DF/GA-001R00

For TEA Use Only Adjustments and/or annotations made on this (page) have been confirmed with _____ by telephone/FAX on_____ by _____ of TEA.	**TEXAS EDUCATION AGENCY** **Standard Application System (SAS)** **Public Charter Schools Start-Up Grant** **School Year 2002-2003** **SCHEDULE #1—General Information**	220810 County-District No. XI Region NOGA ID/Project No. (Assigned by TEA)

1. Charter Holder: (Name, Address, City, State, Zip)	2. Charter School: (Name, Address, City, State, Zip)	3. Applicant Contact Person: (Name, Title, Address [if different]):	4.Purpose of Application:
Town of Westlake **#3 Village Circle** **Suite 207 Solana** **Westlake, TX 76262**	**Westlake Academy** **#3 Village Circle** **Suite 207 Solana** **Westlake, TX 76262**	**Trent Petty** Phone (817) 430-0941 FAX (817) 430-1812 E-Mail tpetty@westlake-tx.org	Application ☐ Amendment No. _____ **RFA 701-02-038**

5. To be completed only for Campus or Program Charters:
The following have been included in the application:

☐ Copy of minutes verifying approval of campus charter by local school board.

☐ Statement of assurance signed by the superintendent of the district and stating that the campus charter is in compliance with Texas Education Code 12.051.12.065, Subchapter C.

☐ This box is checked to confirm that the campus charter is designated as a charter in Texas Education Agency organizational database, AskTED.

6. Use of the Standard Application System: This system provides a series of standard schedules to be used as formats by applicants who apply for funds administered by the Texas Education Agency. If additional clarification is needed, please call Esther Murguia Garcia-463-9575.

7. Program Authority: P.L. 103-382. Title X, Part c, Public Charter Schools

8. Project Beginning Date: February 1, 2003 **Project Ending Date: July 31, 2003**

9. Index to this Application: An X has been placed in the New Application column to indicate each schedule that **must** be submitted as a part of the application. The applicant must place an X in this column for each additional schedule submitted to complete the application. For amendments, the applicant must place an X in the Amendment Application column next to the schedule(s) being submitted as part of the amendment.

Sch No.	Schedule Name	New Applic.	Amend Applic.	Sch No.	Schedule Name	New Applic.	Amend.Applic.
1	General Information	X	X	4A	Program Abstract	X	
2	Certification for Shared Services Arrangements	N/A	N/A	4B	Program Description	X	
3	Budget Summary	X	X	4C	Program Evaluation Requirements	X	
3A	Purpose of Amendment	N/A	X	4D	Equitable Access and Participation	X	
	Support Schedules for—			4E	(Other Program Schedules)		
3B	Payroll Costs 6100	X					
3C	Professional and Contracted Services 6200	X					
3D	Supplies and Materials 6300	X		5A	(Other Supplemental Schedules Specify)	N/A	N/A
3E	Other Operating Costs 6400	X		6A	Provisions and Assurances	X	
3F	Debt Service 6500	N/A	N/A	6B	Debarment and Suspension Certification	X	
3G	Capital Outlay 6600			6C	Lobbying Certification	X	
	(Exclusive of 6619 and 6629)			6D	Disclosure of Lobbying Activities		
3H	Building Purchase, Construction or Improvements 6629	N/A	N/A	6E	Special Provisions and Assurances	X	

Certification and Incorporation

10. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the local education agency named above has authorized me as its representative to obligate this agency. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, lobbying requirements, Special Provisions and Assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by Agency or renegotiated to acceptance, will form a binding agreement.

Typed **Name** of Authorized Official of the Charter Holder **Trent Petty**	Telephone Number **(817) 430-0941**	Date Signed	
Title of Authorized Official of the Charter Holder **President**			

Original Authorized Signature
(blue ink preferred)

Three sets of the application with an original signature on each set must be received by 5:00 p.m., November 21, 2002 in:
Texas Education Agency
William B. Travis Bldg.
Document Control Center, Room 6-108
1701 North Congress Avenue
Austin, Texas 78701-1494

TEA DOCUMENT CONTROL NO.

FINAL Negotiated

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by _____ of TEA.

TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SCHEDULE #3—Budget Summary

220810
County District No.

Amendment No. _____

Program Authority: **P.L. 103-382, Title X, Part C, Public Charter Schools**
Fund Code: **258**

Project Period: February 1, 2003, through July 31, 2003

Line No.	Class/Object Description	Schedule Number	C/Object Code	Budgeted Expenditures
01	Payroll Costs	3B	6100	$17,500
02	Professional and Contracted Services	3C	6200	18,200
03	Supplies and Materials	3D	6300	56,800
04	Other Operating Costs	3E	6400	7,500
05	Debt Service	3F	6500	
06	Capital Outlay—(Exclusive of 6619 and 6629)	3G	6600	
07	Building Purchase, Construction or Improvements	3H	6629	
08	Total Direct Costs (Sum of lines 1-7)			$100,000
09	Indirect Costs (%)			
10	Total Costs			$100,000

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SUPPORT SCHEDULE #3B—Payroll Costs 6100

220810
County-District No.

Amendment No._____

Line No.	Description of Payroll Costs (Include gross salaries, wages, and benefits)	Number of Positions	Estimated Percent of Time Charged to Grant	Total Payroll Costs
01	Classroom Teachers, (representing grades 1-6). Initial Cadre of experienced instructors to work with Head in early curriculum design. ***The requested amount reflects the average pay rate of teachers in the surrounding districts (Northwest Carroll and Keller) with Annual salary averages greater than $35,000 for first year instructors.***	5	100% (for ½ Months)	5,000
02	Staff (Administrative Assistant/ Secretary)	1	100% (for 4 Months)	11,000
03				
04				
05				
06				
07				
08	Substitutes for Charter School Personnel (6112) (Explain purpose:)			
09	Extra-Duty Pay/Beyond Normal Work Hours (6119/6121) (Explain purpose:) New teachers will be asked to attend a PYP Workshop held by TEA in Carrollton, TX in July, not during contract day.	12	100%	1,500
10	**TOTAL COSTS**			$17,500

For federally-funded projects, charges to payroll must be documented according to the requirements in OMB Circular A-87. Refer to the SAS instructions for Schedule #3B for a summary of these requirements.

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SUPPORT SCHEDULE #3C--
Professional and Contracted Services 6200

220810
County District No.

Amendment No. _____

Line No.	Description of Expense Items	AMOUNTS
01	Contracted Services provided by ESC (6230) (Specify type(s) of services): **Professional Development, Training Services, Financial and Accounting Setup (PEIMS), Technology Integration**	$8,000 5,000
02	Professional/Consulting Services (6210): (Include travel costs for consultants and materials provided by consultants in the budgeted amount. Travel costs include reasonable airfare, lodging, meals, mileage not to exceed 35 cents per mile, etc. Attach separate page if more space is needed.) A. Consultant A Topic: International Baccalaureate Educational Implementation B. Consultant B Topic: Educational Technology Implementation C. Consultant C Topic: Financial Accounting and Business Setup, NOT for audit purposes. D. Consultant D Topic: _____ E. Consultant E Topic: _____ F. Consultant F Topic: _____	$7,000 (Enter the total amount for professional/ consulting services. It is not necessary to break out costs by individual consultant.)
03	Contracted maintenance and repair of equipment purchased with grant funds (6240)	
04	Utilities (6250), including telephone, FAX charges, and telecommunication services. Also includes water, electricity, and gas for heating/cooling for grant activities conducted before school, after school, or during the summer	1,500
05	Rental or lease of equipment or building space (6260) (specify type and purpose): Attach a copy of the lease agreement if building space is requested.	
06	Printing. School informational material including applications, parent information, and student handbook.	1,700 ? to parents
07		
08		
09	Tuition Services (6220) (Explain purpose:)	
10	**TOTAL COSTS**	$18,200

All contracted services must be provided by persons not employed by the applicant. The applicant shall not use or pay any consultant if the services could have been rendered by applicant's employees. "Honorariums" are not allowable expenditures. See instructions.

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SUPPORT SCHEDULE #3D--
Supplies and Materials 6300

220810
County District No.

Amendment No. _____

Line No.	Description of Expense Items	AMOUNTS
01	General supplies and materials (6390), including consumable teaching and office supplies; workbooks; audio-visual aids, such as filmstrips, VCR tapes, CD-Rom disks, diskettes, computer tapes, and software; and supplies for technology	$36,000
02	Textbooks and other reading materials (6320) (includes textbooks and magazines, periodicals, newspapers and reference books placed in the classroom or in an office i.e., not placed in the library) (subscriptions to periodicals/magazines must be in the name of the organization and not in the name of an individual)	12,000
03	Testing materials (6330) (does not include scoring of tests)	
04	Computer hardware (not capitalized) (List hardware requested and the estimated quantity. Attach an additional page if necessary.) An amendment is required if the use/purpose of the hardware changes, if the estimated quantity increases by more than 20 percent, or if a new item is requested. Administrative Computer Workstation including printer, scanner, and monitor. (2) Network server for Student Administration Software (1)	5,300
05	Other equipment not capitalized (List equipment requested and the estimated quantity. Attach an additional page if necessary.) An amendment is required if the use/purpose of the equipment changes, if the estimated quantity increases by more than 20 percent, or if a new item is requested. Overhead projector (1). LCD data projector for group meetings (1)	3,500
06	Supplies/materials for maintenance and/or operations (6310), including gasoline/fuel for transportation, janitorial supplies, building maintenance supplies, and supplies for upkeep of equipment	
07		
08		
09	**TOTAL COSTS**	$56,800

All costs include shipping and handling costs.

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SUPPORT SCHEDULE #3E--
Other Operating Costs 6400

220810
County District No.

Amendment No. _____

Line No.	Description of Expense Items	AMOUNTS
01	Travel Costs for Employees, Students, and Non-Employees (6410), including: a. In-State Travel, which includes lowest available airfare; actual cost for lodging not to exceed $80/day (not including tax) and meals not to exceed $30/day or local policy, whichever is less; and mileage not to exceed 35 cents per mile or local policy, whichever is less. b. Out-of-State Travel, which includes lowest available airfare; actual cost of lodging and meals not to exceed maximum allowable federal government rates for the locale or local policy, whichever is less; and reimbursement for mileage not to exceed 35 cents per mile or local policy, whichever is less. c. Conference/Workshop/Seminar Registration Fees (The PYP Workshop in July which all Teachers will be requested to attend costs $385 per participant)	$ 6,400 (Enter the total amount requested for travel. Do not split out the costs among sub-items.) Hotel $ 6,000 Austin School Conference 125.00
02	Membership Dues (6499) in Professional Organizations (membership must be in the name of the grantee organization and not in the name of an individual).	500
03	Awards/Incentives for Participation (6499) (nominal in cost). Identify types of awards/incentives to be provided:	
04	Educational Field Trips (6494) (includes transportation costs, entrance fees, etc.) Identify destination(s) and objective(s):	
05	Reimbursement of tuition (6499) and fees for staff completing university/college courses directly related to grant	
06	Insurance (6420). Identify purpose:	
07	Classified Advertising (6499) In Teacher's journals and local news papers to announce open Teaching positions.	$600
08		
09	Food Costs (not provided by the district food service program) (6499). Refer to instructions for allowable food costs. Explain purpose:	
10	Stipends to Non-employees (6413). Explain purpose:	
11	**TOTAL COSTS**	$7,500

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SCHEDULE #4A--
Program Abstract
(Including Needs and Objectives)

220810
County District No.

Amendment No. _____

Primary Target Population and Number to be Served:
Number of Staff 17 Number of Campuses 1
Number of Students by Grade Level: (indicate #s on chart)

GRADE LEVEL															
PK	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL	
		32	32	32	32	32	32							192	
													TOTAL:	192	

1. **Use of Funds/Budget Narrative:** Describe in narrative bullet form how grant funds will be used to plan (post award), design, and implement the charter school. Be sure to describe the use of funds for each item requested in the budget Schedules #3 – 3G as described in Part I, of the RFA. Provide the rational for using the funds (Attach additional pages as needed and number pages 9a, 9b, etc.)

The Town of Westlake, the Charter Holder, is committed to the success of Westlake Academy and has secured appropriate local funds to support the design, construction of a purpose built facility and much of the initial FF&E for the Academy during 2002. While the Charter Holder will continue to contribute local funds to the project to ensure success, funding from this grant will permit an extended planning, design, staff development and program set-up phase in the first half of 2003 and will allow local funds to be used for desired enhancements to the FF&E budget. It is the Town's intention to fund payroll via grant funds for only this startup period; these positions are permanent, and will be funded on an on-going basis out of general funds.

- [3B.01] Payroll for Classroom Teachers: A Cadre of teachers will work closely with the Head/Principal for two intensive weeks during the months prior to school opening to plan for the implementation of the IBO Primary Years Program and design the instructional Unit Planners to be used in the program. This Cadre will work with the balance of the teachers in further preparation prior to the opening of school, and will mentor as the PYP is implemented throughout the school year.
- [3B.02] Payroll for Staff: An Administrative Assistant/Secretary will be hired to assist the Head/Principal in a variety of areas including collecting, collating and filing accountability documentation.
- [3B.09] Extra-Duty Pay: All teachers will be asked to attend a PYP Workshop in July held during non-contract days.
- [3C.01, 02.C]Professional and Contract Services: The Region XI ESC and other appropriate consultants will help plan and design an efficient business office framework including the selection of and staff development for the Financial Accounting and PEIMS systems as required by this Grant. Region XI ESC will provide staff development to ensure all Teachers have a thorough understanding of the TEKS, and to ensure that staff have proper training on the Financial Accountability (PEIMS) System.
- [3C.01, 02.B] Professional and Contract Services: Should in-house skills be insufficient, Region XI ESC and/or other professional consulting services will help Westlake Academy plan and design the educational technology model to be utilized in the classroom and throughout the school.
- [3C.02.A] Professional and Contract Services: Funds may be used to bring certified IBO trainer(s) to Westlake Academy for on-site PYP training to meet the requirements of the International Baccalaureate Organization for Primary Years Program (PYP) certification.
- [3C.04] Utilities: A budget has been provided for telephone expenses and operational utilities expenses associated with the grant period.
- [3C.06] Printing: Materials to inform parents and students of the Westlake Academy educational program, and to provide for applications to the program are anticipated.
- [3D.01, 02] General Supplies and Materials. To meet the grant requirement for a Financial Accountability System, software and appropriate modules will be obtained through the Region XI ESC. Grant monies will also be used to purchase key classroom supplies, books and media appropriate for the implementation of the PYP.
- [3D.04, 05] Computer hardware and Other equipment: Workstations for the Head/Principal and Secretary and a network server for Student Administration software are necessary to establish proper accountability for the School, and overhead and LCD projectors will be used for group meetings.
- [3E.01, 02, 07] A budget has been established to accommodate travel for training and planning, and membership in an international school organization, and for the advertisement of open Teaching positions in appropriate publications.

2. Include a description of how these start-up funds will be used in conjunction with other federal programs funds.

- No additional federal program funds are anticipated during the Grant Period.

3. Include a description of how the authorizing public chartering agency will provide for continued operation of the public charter school once the federal grant has expired.

The ongoing viability of Westlake Academy Charter School in ensured by the stability and the administrative and physical resources of the charter holder, The Town of Westlake, Texas. Many existing and planned Town resources can effectively serve both the Town and the Academy specifically. The operational leverage achieved by synergies in Town/Academy facilities and administration will create an environment where ADA based State funding (available starting in September, 2003) will be sufficient to fund the bulk of the Westlake Academy operating budget. Additional, local funds will be contributed as necessary to insure project success.

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SCHEDULE #4B--
Program Description -
Program Requirements

220810
County District No.

Amendment No. _____

The following requirements were addressed by the applicant in the charter approved by SBOE. Incorporated by reference is the charter and any amendments approved by the SBOE, which include the following federal requirements.

Federal Requirements

1. a description of the educational program to be implemented by the charter, including
   a. how the program will enable all students to meet challenging state student performance standards;
   b. the grade levels or ages of children to be served, and
   c. the curriculum and instructional practices to be used;
2. a description of how the charter will be managed;
3. a description of the objectives of the charter and the methods by which the charter will determine its progress toward achieving those objectives;
4. a description of the administrative relationship between the charter and the authorizing public chartering agency (i.e., the local board of trustees);
5. a description of how parents and other members of the community will be involved in the design and implementation of the charter;
6. a description of how students in the community will be informed about the charter and given an equal opportunity to attend the public charter school,

No response to this schedule is required; however, it must be included, unaltered, in the grant application.

Charter schools are reminded to follow the appropriate procedures for amending the charter approved by the SBOE.

Incorporated by reference for campus and program charters are the requirements in TEC 12, Subchapter C.

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TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Public Charter Schools Start-Up Grant
School Year 2002-2003
SCHEDULE #4C
Program Evaluation Requirements

220810
County-District No.

Amendment No. _____

THE APPLICANT AGREES TO SUBMIT A FINAL EVALUATION REPORT WITHIN THIRTY DAYS AFTER THE ENDING DATE OF THE GRANT.

This schedule must be completed as part of the grant application.

1. Specifically, how will the grant funds be used to plan, design, and implement the charter school?

The Westlake Academy has selected to follow programs of instruction defined by the International Baccalaureate Organization (IBO). The Primary Years Programme (PYP), Middle Years Program (MYP) and the Diploma Years Programme (DYP) provide a philosophical framework for instruction, yet leave specific scope and sequence decisions to the local educators. Westlake Academy will open fall 2003 grades 1-6 implementing the Primary Years Program. Every effort will be made to hire teachers with PYP experience, but as this program is relatively new, we anticipate many teachers will require appropriate training to become familiar with this model.

Funds received from this grant will provide (Payroll) for advertising open positions [3E.07], planning and program design by a Cadre of carefully selected teachers [3B.01] during the months preceding opening of Westlake Academy, fall 2003. Planning and design effort is instrumental to successful implementation of the PYP in the classroom and the eventual success measured by the TAKS later in the school year. The Secretary [3B.02] will assemble informational materials for the program to be professionally printed for distribution [3C.06].

The PYP model also relies on every teacher's involvement as part of grade-level teams involved in unit and lesson planning for the school year. Funds from this grant will provide certified IBO PYP staff development (contracted service [3C.O2.A], and travel to workshops) to insure that the Westlake Academy can properly implement the PYP model, and to satisfy certification requirements of the IBO. Where staff must attend workshops on non-contract days, extra-duty pay [3b.09] will be paid

Westlake is committed to implementing a program where educational technology is infused in the learning process. Funds from this grant will provide design assistance (ESC XI and/or professional services) in refining the technology implementation plan [3C.02.B], and will provide end-user staff development in the proper implementation of selected technologies.

In addition to the educational program, grant monies have been budgeted for contracted services to help plan and design an operational model for the business office and Financial Accountability Systems [3C.01, 02.C]. The Region XI ESC will provide the actual computer software [3C.01] for the in-house accountability system and will also provide staff development to ensure successful accountability (PEIMS) reporting as the program is implemented.

A budget has been established for any utility costs [3C.04](including long distance telephone charges and telecommunication services, and potentially water, electricity, and gas for grant activities conducted before school, after school, or during the summer. A budget for supplies and materials [3D.01] and classroom books/reading materials [3D.02] has been established to allow the Head/Principal and teachers to select additional teaching resources to augment textbooks provided by TEA, and significant classroom resources provided by local funds.

Computer workstations and a network server [3D.04] will be necessary to implement Student Administration software at the Academy, and an overhead projector and LCD data projector [3D.05] will allow presentations in group planning meetings. A budget has been established to accommodate travel for training and planning, [3E.01], and membership in an international school organization [3c.02].

2. Specifically, what impact will the charter school start-up grant have on the implementation and operation of the charter school?

The Charter School Start-up Grant will have a very significant impact on the implementation and operation of Westlake Academy as it will fund payroll expenses, professional services, and key supplies and materials during the critical period of program planning prior to the availability of State funding. The Town of Westlake, the Charter Holder, is committed to the success of Westlake Academy and has secured appropriate local funds to support the design, construction of a purpose built facility and the initial FF&E for the Academy during 2002. While the Charter Holder will continue to contribute local funds to the project to ensure success, funding from this grant will permit an extended planning, design, staff development and program set-up phase in the first half of 2003 and will allow local funds to be used for desired enhancements to the FF&E budget.

The following two (2) questions must be answered to fulfill the requirements of the Program Evaluation Report. The Program Evaluation Report is due within thirty (30) days after the ending date of the grant period:

It is agreed that the Final Program Evaluation Report will be submitted within 30 days after the ending date of this grant.

1. Specifically, how were the grant funds be used to plan, design, and implement the charter?
2. Specifically, what impact did the charter school start-up grant have on the implementation and operation of the charter school?

TEXAS EDUCATION AGENCY
1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

December 3, 2003

Scott Bradley
Town of Westlake
3 Village Circle, Ste 207
Westlake, TX 76262

Dear Mr. Bradley:

Enclosed is a signed contract for the Westlake Academy Charter School. This one is for your school files, and the other original has been placed in your files at the Texas Education Agency.

I look forward to working with you and your school.

Sincerely,

Ertha Patrick, Division Manager
Division of Charter Schools

CC: Trent Petty

Enclosure

CONTRACT FOR OPEN-ENROLLMENT CHARTER

This contract is executed between the **Texas State Board of Education** (the "Board") and **Town of Westlake** ("Charter Holder") for a Seventh Generation open-enrollment charter to operate Westlake Academy Charter School, a Texas public school.

General

1. **Definitions.** As used in this contract: "Charter" means the Seventh Generation open-enrollment charter, as provided by, Chapter 12, Subchapter D, Texas Education Code, granted by this contract.

   "Charter Holder" means the sponsoring entity identified in the charter application and the entity to which a charter is granted by this contract.

   "Charter school" means the Seventh Generation open-enrollment charter school. The charter school is part of the public school system of Texas and is a charter school within the meaning of 20 U.S.C. § 8066.

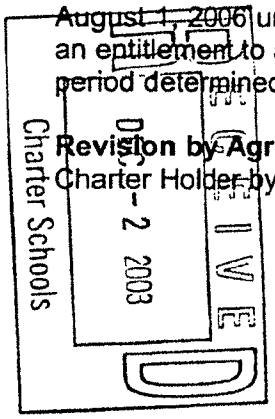
   "Agency" means the Texas Education Agency

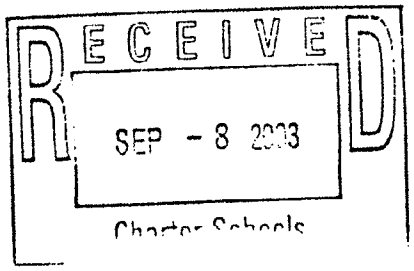
   "Commissioner" means the Commissioner of Education.

2. **The Charter.** This contract grants to Charter Holder a Seventh Generation open-enrollment charter under Texas Education Code Chapter 12, Subchapter D. The terms of the charter include: (a) this contract; (b) applicable law; (c) Request for Application RFA 701-01-004 (d) any condition, amendment, modification, revision or other change to the charter adopted or ratified by the Board or the Commissioner; (e) all statements, assurances, commitments and representations made by Charter Holder in its application for charter, attachments or related documents, to the extent consistent with the aforementioned (a) through (d); and (f) assurance by Charter Holder, evidenced by execution of this contract, that no false information was submitted to the Agency or the Board by Charter Holder, its agents, or its employees in support of its application for charter. Action inconsistent with the terms of the charter shall constitute a material violation of the charter.

3. **Term of Charter.** The charter shall be in effect from the date of execution through August 1, 2006 unless renewed or terminated. The grant of this charter does not create an entitlement to a renewal of the charter. The charter may be renewed for an additional period determined by the Commissioner.

4. **Revision by Agreement.** The terms of the charter may be revised with the consent of Charter Holder by written amendment approved by the Commissioner.





Students

5. **Open-enrollment.** Admission and enrollment of students shall be open to any person who resides within the geographic boundaries stated in the charter application and who is eligible for admission based on lawful criteria identified in the charter application. Total enrollment shall not exceed the maximum number of students set out in the charter application. The charter school's admission policy shall prohibit discrimination on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the student would otherwise attend.

6. **Non-religious Instruction and Affiliation.** The charter school shall not conduct religious instruction. The charter school, the sponsoring entity, and any entity that owns or controls the sponsoring entity in whole or in part (including by the power to select officers or directors) shall be nonsectarian in its programs, policies, employment practices, and all other operations.

7. **Children with Disabilities.** The charter school is a "local educational agency" as defined by federal law. Charter Holder must comply with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1401, et seq., and implementing regulations; Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and implementing regulations; Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131-12165, and implementing regulations; Chapter 29, Texas Education Code, and implementing rules; and court cases applying these laws. Among the charter school's legal responsibilities in this area are the following:

   (a) **Child Find.** Charter Holder must adopt and implement policies and practices that affirmatively seek out, identify, locate, and evaluate children with disabilities enrolled in the charter school or who contact the charter school regarding enrollment.

   (b) **Free Appropriate Public Education.** Charter Holder must provide a free appropriate public education to all children including children with disabilities otherwise eligible to enroll in the charter school. If the program, staff, or facilities of the charter school are not capable of meeting the needs of a particular child, Charter Holder must implement changes necessary to accommodate the child at the charter school. If reasonable accommodations would be insufficient to enable the child to benefit from the charter school's program, Charter Holder must, at its own expense, place the child at an appropriate school.

   (c) **Services to Expelled Students.** Charter Holder must continue to provide a free appropriate public education to a child with disabilities even after expelling or suspending the child for valid disciplinary reasons.

   (d) **Monitoring.** The charter school's implementation of the laws education of children with disabilities will be monitored for compliance by the United States Department of Education, Office of Special Education Programs; the United States Department of Education, Office of Civil Rights; the Agency; and others.

   (e) **Due Process Hearings.** The charter school's implementation of the laws governing education of children with disabilities will also be subject to scrutiny by

the courts if litigation against Charter Holder is brought by individuals affected by the actions of the charter school.

8. **Student Performance and Accountability.** Charter Holder shall satisfy Chapter 39, Subchapters B, C, D, and G of the Texas Education Code, and related Agency rules, as well as the student performance accountability criteria stated in its application for charter.

Financial Management

9. **Federal Withholding Requirements.** Failure to comply with Internal Revenue Service withholding regulations shall constitute a material violation of the charter.

10. **Workers' Compensation.** Charter Holder shall extend workers' compensation benefits to charter school employees by (1) becoming a self-insurer; (2) providing insurance under a workers' compensation insurance policy; or (3) entering into an agreement with other entities providing for self-insurance.

Governance and Operations

11. **Indemnification.** Charter Holder shall hold the Board and Agency harmless from and shall indemnify the Board and Agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising out of, or in connection with wrongful acts of Charter Holder, its agents, employees, and subcontractors.

This Agreement

12. **Entire Agreement.** This contract, including all referenced attachments and terms incorporated by reference, contains the entire agreement of the parties. All prior representations, understandings, and discussions are superseded by this contract.

13. **Severability.** If any provision of this contract is determined by a court or other tribunal to be unenforceable or invalid for any reason, the remainder of the contract shall remain in full force and effect, so as to give effect to the intent of the parties to the extent valid and enforceable.

14. **Conditions of Contract.** Execution of this contract by the Board is conditioned on full and timely compliance by Charter Holder with: (a) the terms, required assurances, and conditions of Request for Application RFA 701-01-004; (b) applicable law; and (c) all commitments and representations made in Charter Holder's application and any supporting documents (to the extent such commitments and representations are consistent with the terms of this contract).

15. **No Waiver of Breach.** No assent, express or implied, to any breach of any of the covenants or agreements herein shall waive any succeeding or other breach.

16. **Venue.** Any suit arising under this contract shall be brought in Travis County, Texas.

17. **Governing Law.** In any suit arising under this contract, Texas law shall apply.

18. **Laws and Rules Applicable.** By executing this contract, the undersigned representatives of Charter Holder represent that they have read and understand the rules adopted by the Board and the Commissioner pursuant to Texas Education Code Chapter 12, Subchapter D and that they have had full opportunity to consult with their own legal counsel concerning said rules prior to executing this agreement. The undersigned representatives further understand and agree that: (a) the terms of this contract, and of the Seventh Generation open-enrollment charter created by this contract, include all applicable state and federal laws, including all applicable rules and regulations; (b) the rules and regulations adopted pursuant to state and federal law may be adopted, amended or repealed from time to time; and (c) all such changes to the rules and regulations applicable to Charter Holder shall become an essential part of this contract and of the open-enrollment charter created by this contract, as of the effective date provided in the rule or regulation.

19. **Eligibility and Authority.** By executing this contract, Charter Holder represents that it is an "eligible entity" within the meaning of Section 12.101 (a), Texas Education Code. Charter Holder shall immediately notify the Commissioner of any legal change in its status, which would disqualify it from holding the charter, of any violation of the terms and conditions of this contract, or of any change in the chief operating officer of the Charter Holder. Charter Holder further represents that the person signing this contract has been properly delegated authority to do so.

Entered into ~~this~~ 2/ day of Nov. 2003.

Texas State Board of Education:

Geraldine Miller, Chair Date

Town of Westlake:

Scott Bradley 9/2/03

Scott Bradley, Chair Date

Westlake Academy Charter School:

9/3/03

Trent Petty, Date
Chief Operating Officer

TEXAS EDUCATION AGENCY
STATE WAIVERS

APPLICATION FOR EXPEDITED AND GENERAL STATE WAIVERS

General Instructions. For Expedited Waivers, please complete Sections 1, 2, 3, and 4. For General State Waivers, please complete Sections 1, 2, 3, 6, and 7. **Bolded** items in Section 2 and Section 3 must be completed. Please direct questions to the State Waiver Unit at (512) 463-9630 or www.tea.state.tx.us/waivers.

SECTION 1. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

District Name: Westlake Academy
Address: 2600 Ottinger Road
City, State, Zip Westlake, Texas 76262
Contact Person: Darcy McFarlane

County/District No. 220 - 810
Telephone No. (817) - 490 - 5757
Fax No. (817) - 490 - 5758
Telephone No. (817) - 490 - 5757

SECTION 2. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

Superintendent: Barbara Brizuela
Typed Name
Barbara Brizuela
Signature

Board President: Scott Bradley
Typed Name
Scott Bradley
Signature

Date Board Approval: April 9th, 2007
Board Vote – For 4 **Against** 0 **Abstain** ____ **Absent** ____

SECTION 3. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

Comments of appropriate Site-Based Decision Making Committee: ____

SBDM Committee Chairperson Signature ____

SECTION 4. EXPEDITED WAIVERS. PLEASE CHECK ALL THAT APPLY.

☐ **Staff Development Waiver**, 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 three days of student instruction. Please state the number of days requested. ____
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Reading/English Language Arts; Mathematics; Science; and/or Social Studies Staff Development Waiver,** pursuant to TEC §25.081. This waiver allows the district or charter school to conduct additional staff training for reading/english language arts, mathematics, science, or social studies strategies aligned with the Texas Essential Knowledge and Skills in lieu of a maximum of two days of student instruction.
Please check no more than two subject areas for only one day each:
☐ Reading/English Language Arts ___ ☐ Mathematics ___ ☐Science ___ ☐ Social Studies ___
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Staff Development through Participation in Eligible Conferences Waiver,** pursuant to TEC §25.081. This waiver allows the district or charter school to send staff to eligible conferences for staff development to improve student performance in lieu of one day of student instruction.
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Early Release Waiver,** pursuant to TEC §25.082. This waiver allows the district or charter school to conduct school for less than seven (7) hours for a total of six (6) days of student instruction to provide additional training in educational methodologies and/or to provide time to meet the needs of students and local communities.
Please state the number of days requested. ____
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Modified Schedule/TAKS Testing Days Waiver,** pursuant to TEC §25.082. This waiver allows the district or charter school to modify the schedule of classes on TAKS testing days during the current school year to reduce interruptions during testing periods. This waiver is approved yearly.

SECTION 4. EXPEDITED WAIVERS.

☐ **Textbooks for Photojournalism, Astronomy, (AP) Environmental Science, and (AP) Human Geography,** pursuant to TEC §7.056. This waiver allows the district or charter school reimbursement for the purchase of non-state adopted textbooks used in Photojournalism, Astronomy, (AP) Environmental Science, and (AP) Human Geography courses for which no textbooks were adopted by the state. Reimbursement is equal to the state maximum cost or the cost of the textbook, whichever is lower.
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Textbooks under Proclamation 2001 and Proclamation 2002 in Business Education, Technology Education/Industrial Technology Education, Trade and Industrial Education, Languages Other Than English, and Fine Arts,** pursuant to TEC §7.056. This waiver allows the district or charter school reimbursement for the purchase of non-state adopted textbook used in Business Education, Technology Education/Industrial Technology Education, Trade and Industrial Education, Languages Other Than English, and Fine Arts courses for which no textbooks were adopted by the state. Reimbursement is equal to the state maximum cost or the cost in the textbook, whichever is lower.
Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

☐ **Foreign Exchange Student Waiver**, pursuant to TEC §25.001(e). This waiver allows the district to limit the number of foreign exchange students to ___ (state number of students) per district. The waiver will be issued if it is determined that admission of a foreign exchange student will (check all that apply):

☐ (1) create a financial or staffing hardship for the district;
☐ (2) diminish the district's ability to provide high quality educational services for the district's domestic students; or
☐ (3) require domestic students to compete with foreign exchange students for educational resources.

Please check the years requested: ☐2006-2007 ☐2007-2008 ☐2008-2009

SECTION 5. GENERAL WAIVER.

Disciplinary Alternative Education Programs, pursuant to TEC 37.008(g). This waiver allows the district to use more than 18% of the district's SCE allotment to provide basic services for disciplinary alternative education programs established under Section 37.008. The school district is required to state the reason for needing to exceed the 18% limit and to report the number of students in each grade level, by demographic subgroup, not making satisfactory progress under the state's assessment system. This waiver is granted for one year and the waiver must be renewed in writing prior to the start of the school year through the Texas Education Agency waiver office for each subsequent year, in accordance with TEA policies and deadlines for filing. Please state the total percentage of the district's SCE allotment that is being requested to provide basic services at the DAEP. ____

SECTION 6. PLEASE COMPLETE THIS SECTION FOR GENERAL WAIVERS.

Please check one:
☐Course Requirement
☐Disciplinary Alternative Education Campus
☒Other Specify Extension of deadline for Charter Amendment
☐Pregnancy Related Services On-Campus CEHI
☐Study of Electronic Courses

SECTION 7. COMPLETE THIS SECTION FOR ALL WAIVERS OTHER THAN EXPEDITED WAIVERS. PLEASE USE SEPARATE PAGE.

1. Give a brief narrative description of the requested waiver.
2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?
3. Cite the Texas Education Code or the Texas Administration Code that the district or campus wishes to waive?
4. Describe the plan to be implemented, if the waiver is granted.
5. How will granting this waiver help achieve the district or campus's objective?
6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district or campus's goal.
7. Please specify the school years for which the waiver is requested, to a maximum of three years.
   ☒2006-2007 ☒2007-2008 ☒2008-2009

All applications should be mailed or faxed. The fax number is (512) 475-3666.

State Waiver Unit
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494

CDD-106R07

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL APPLICATION

Section I. Current Information in Charter School Tracking System

Charter Holder Name: Town of Westlake

Charter School Name: WESTLAKE ACADEMY CHARTER SCHOOL

Charter School County/District #: 220-810

Generation: 07

Maximum Approved Enrollment: 800

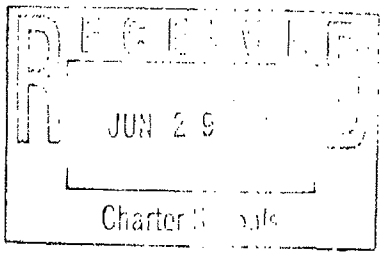
Grades Approved: K,1,2,3,4,5,6,7,8,9,10,11,12

Campuses:

220810001
WESTLAKE ACADEMY
2600 Ottinger Road
Westlake, TX 76262
Grade Levels Currently Served:
KG,01,02,03,04,05,06,07,08

Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

ARGYLE ISD
CARROLL ISD
DENTON ISD
KELLER ISD
NORTHWEST ISD



Section II. Superintendent and Board Chair Contact Information

The school superintendent and/or the charter holder board chair will be contacted by agency staff if there are issues to be resolved in any of the sections.

Superintendent Contact Information:

Superintendent's Name:	Barbara Brizuela, Head of School
Telephone Number:	817-490-5757
Fax Number:	817-490-5758
E-mail Address:	bbrizuela@westlakeacademy.org

Charter Holder Board Chair Contact Information:

Charter Holder Board Chair's Name:	Scott Bradley
Telephone Number:	817-337-5565
Fax Number:	817-337-5334
E-mail Address:	[redacted]

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Section III. Governance Structure and Procedures

Before completing the following items, please review *TEC, §12.121* and *19 TAC §100.1033(c)(6)(C)(i)* and also relevant portions of *19 TAC §§100.1101-100.1159*; these laws and rules are available on the on-line resource page.

A. In the table below, please fill in the information requested concerning the members of the governing body of the charter holder. Please note the following:

- *The column concerning compensation requires the charter holder to report the total amount of annual compensation that each board member receives from the charter holder or charter school for any purpose* (i.e., salary, contract work, etc.).
- *A "relative within the third degree of consanguinity or affinity," refers to a board member's spouse, or the board member's or his or her spouse's: parents, children, grandchildren, siblings, grandparents, great-grandparents, nieces, nephews, aunts, uncles, and great-grandchildren.*

Charter Holder Board Member's Name	Office Held	Amount of Compensation, Per Year, Received from Charter Holder or Charter School	Relative(s) Within the Third Degree of Consanguinity or Affinity (see definition above) Also Serving on the Governing Body of Charter Holder	
			Yes/No	Relation to Board Member (use the space provided below to list additional relatives)
Scott Bradley	Board Chair	$0	No	
Fred Held	Board Member	$0	No	
Truitt Brown II	Board Member	$0	No	
Francis Frey	Board Member	$0	No	
Donald Redding	Board Member	$0	No	
Larry Corson	Board Member	$0	No	
	Click Here	$	Click Here	
	Click Here	$	Click Here	
	Click Here	$	Click Here	
	Click Here	$	Click Here	
	Click Here	$	Click Here	

Use the area above if additional space is needed.

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B. If any charter holder board member has a relative within the third degree of consanguinity or affinity (see definition in subsection A) who is receiving or will receive any compensation from the charter holder or the charter school for any purpose, please fill in the information requested in the table below.

Charter Holder Board Member's Name	Relative's Name	Relative's Employment Position or Basis for Compensation

C. If the charter holder governing body has created a **secondary governing body**, commonly known as a "governing body of the charter school" or "charter school board," to perform some of its duties with respect to the charter school, please fill in the information requested in the table below.

Charter School Board Member's Name	Office Held	Relative(s) Within the Third Degree of Consanguinity or Affinity (see definition in subsection A) Also Serving on Governing Body of Charter School

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D. If any charter school board member has a relative within the third degree of consanguinity or affinity (see definition in subsection A) who is receiving or will receive any compensation from the charter holder or charter school for any purpose, please fill in the information requested in the table below.

Charter School Board Member's Name	Relative's Name	Relative's Employment Position or Basis for Compensation

Use the box below if additional space is needed

E. If a separate governing body of the charter school exists, please describe the roles and responsibilities that the governing body of the charter holder has delegated to the governing body of the charter school. If there is only one governing body, no response is required.
Type Below:

F. Submit,

- as **Attachment 1,** the charter holder's organizational chart that illustrates all of the charter holder's operations, including the charter school's organizational structure; and
- as **Attachment 2,** a biographical affidavit for each member of the governing body of the charter holder and of the governing body of the charter school, if applicable. *The biographical affidavit must be completed online, printed and notarized. The online version of the biographical affidavit is available* on the on-line resource page.

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Section IV. Instructional Facilities

19 TAC §100.1512 requires, among other things, that a charter holder comply with all state and local laws and ordinances applicable to the occupation and use of the facilities it occupies, including any special standards applicable to the instruction of public school students in the facilities.

Submit,

- as **Attachment 3**, a certificate of occupancy or equivalent certificate for each site used as an instructional facility; and
- as **Attachment 4**, a completed Instructional Facilities Form(s) for each site that is operated under the charter. *The online version of the Instructional Facilities Form(s) is located on the on-line resource page.*

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Section V. Teacher Qualifications

The requirements for certain teachers changed in 2002 with the passage of the No Child Left Behind Act (NCLB). The NCLB requires charter school teachers assigned to teach core academic subject areas (i.e., English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography) to be "highly qualified." To be "highly qualified," a teacher assigned to teach a core academic subject area must hold a bachelor's degree and demonstrate competency in each area of assignment. (For more information about required teacher qualifications, please see the publications of the *NCLB Bulletin*, available via the on-line resource page).

Charter school teachers assigned to teach subjects that are not considered core academic subject areas under the NCLB must meet the state law requirement of a high school diploma. Furthermore, state law and rule require charter school teachers assigned to teach special education, bilingual education, and English as a second language to be certified.

Many charter schools require their teachers to have additional qualifications beyond the minimum requirements of federal and/or state law.

A. In the space below, please set forth the qualifications that the charter school requires for teachers assigned to teach core academic subject areas (i.e., English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography).
Type Below:

All teaching staff will possess a minimum of a bachelor's degree and will be encouraged to seek Texas Teachers's Certification during employment. Those teachers assigned to teach core academic subject areas will be expected to have a university degree in that subject area or possess a teaching certificate to teach that subject.

B. In the space below, please set forth the qualifications that the charter school requires for teachers assigned to teach subjects that are <u>not</u> considered core academic subject areas under the NCLB.
Type Below:

All teaching staff will possess a minimum of a bachelor's degree and will be encouraged to seek Texas Teachers Certification during employment.

00007

C. In the space below, please set forth the qualifications that the charter school requires for teachers assigned to teach special education.
Type Below:

Teachers assigned to teach Special Education must hold degrees and certification for Special Education.

D. In the space below, please set forth the qualifications that the charter school requires for teachers assigned to teach bilingual education and/or English as a second language.
Type Below:

Teachers assigned to teach bilingual and/or ESL must have the necessary certification to do so.

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Section VI. Compliance with Complaint Procedures

The charter holder board chair must sign below to acknowledge that:

(1) the governing body(ies) and school officers are aware that *19 TAC §100.1033(c)(6)(C)(i)* states that the governing body of a charter holder shall not delegate final authority to hear or decide employee grievances, citizen complaints, or parental concerns; and

(2) the governing body of the charter holder is in compliance with the above requirement.

Scott Bradley
Signature of Charter Holder Board Chair
(must sign in blue ink)

June 26, 2006
Date

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REVISED DURING CONTINGENCY PROCESS.
SEE INSERT

Section VII. Admissions Policy

A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period	End of Period
ongoing (Month/Day)	1/31 (Month/Day)

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.
Type Below:

See attached page for Lottery Procedure

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?
Check one:
☒ Yes
☐ No
☐ Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.
Type Below:

-Residents of the Town of Westlake Academy
-Siblings of present Westlake Academy students
-Children of Employees
-Children and Grandchildren of Founders

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery
02/10 (Month / Day)

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*
Type Below:

00010

APPROVED DURING CONTINGENCY PROCESS

Section VII. Admissions Policy

A. Specify the period during which applications for admission are accepted. *TEC, §12.117. requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period	End of Period
12/01 (Month/Day)	1/31 (Month/Day)

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.
Type Below:

A public lottery, advertised in local newspapers, is held in February each year. All names are drawn at random and positions are filled in the order drawn. The remaining names are placed on the wait list in the order drawn.

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?
Check one:

☒ Yes
☐ No
☐ Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.
Type Below:

Returning students, siblings, sons/daughters of founders, shall be exempt from the lottery.

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery
02/10 (Month / Day)

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*
Type Below:

00011

Lottery Procedure

A public lottery advertised in local newspapers was held for all grades before the first class year. All family names were embossed on balls which were placed in a hopper. Names were drawn at random until all balls were withdrawn. Positions were filled in the order drawn. As positions filled, the remaining names were placed in order on the wait list. Applicants applying thereafter were placed at the end of the wait list on a "first come-first served" basis.

Following the first year, the lottery has been conducted only for Kindergarten, utilizing the same method.

REVISED DURING CONTINGENCY PROCESS. SEE INSERT

F. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*
Type Below:

The waiting list/lottery application is the same application that we use for enrollment; however only the top two sections are required for the application process. Information required: name, SS#, age, grade level, birth date, sex, district student is zoned for and guardian contact.

G. The charter holder certifies that the non-discrimination statement required by TEC, §12.111(a)(6) is printed in the school's admission policy. *TEC, §12.111(6) requires that a charter school's admissions policy include a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.*
Check one:
☒ Yes
☐ No

H. Does the admissions policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A as authorized by TEC, § 12.111(a)(6)?

Check one:
☒ Yes (The school excludes such students or reserves the right to exclude such students from admissions.)
☐ No (The school does not deny admission to such students based on their documented histories of misconduct.)

I. Submit.

- as **Attachment 5**, a current copy of the admissions policy that incorporates the information provided in the above answers to questions A through H and any other relevant information;
- as **Attachment 6**, a blank copy of the current admissions application (i.e., the information requested when the student first seeks admission); and
- as **Attachment** 7, a blank copy of the current enrollment form(s) (i.e., the information required once an applicant has been offered admission and is registering for enrollment).

Intentionally Left Blank

00013

APPROVED DURING CONTINGENCY PROCESS

F. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*
Type Below:

The waiting list/lottery application requires the student to provide us with the date of application, grade level, date of birth, full name, guardian and contact name and residential school district and school.

G. The charter holder certifies that the non-discrimination statement required by TEC, §12.111(a)(6) is printed in the school's admission policy. *TEC, §12.111(6) requires that a charter school's admissions policy include a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.*
Check one:
☒ Yes
☐ No

H. Does the admissions policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A as authorized by TEC, § 12.111(a)(6)?

Check one:
☒ Yes (The school excludes such students or reserves the right to exclude such students from admissions.)
☐ No (The school does not deny admission to such students based on their documented histories of misconduct.)

I. Submit,

- as **Attachment 5**, a current copy of the admissions policy that incorporates the information provided in the above answers to questions A through H and any other relevant information;
- as **Attachment 6**, a blank copy of the current admissions application (i.e., the information requested when the student first seeks admission); and
- as **Attachment 7**, a blank copy of the current enrollment form(s) (i.e., the information required once an applicant has been offered admission and is registering for enrollment).

Intentionally Left Blank

00014

Section VIII. Special Education Assurances

The charter holder certifies that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner rules related to students with disabilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.

Scott Bradley
Signature of Charter Holder Board Chair
(must sign in blue ink)

JUNE 26, 2006
Date

Intentionally Left Blank

00015

Section IX. Bilingual Education/ESL, Section 504, and Dyslexia Assurances

TEC, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and *19 TAC §§89.1201-.1265* require charter schools to identify limited English proficient students based on state criteria and to provide an appropriate bilingual education or English as a second language program conducted by teachers certified for such courses.

A. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

Check one:

☒ Yes
☐ No

Section 504 of the Rehabilitation Act of 1973, *29 U.S.C. §794,* prohibits discrimination on the basis of disability in any program receiving federal financial assistance. A recipient that operates a public education program or activity shall provide a free, appropriate public education to qualified individuals.

B. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students protected by Section 504.

Check one:

☒ Yes
☐ No

TEC §38.003, TEC §12.104(b)(2)(K), 19 TAC §74.28 and Section 504 of the Rehabilitation Act of 1973, *29 U.S.C. §794,* require charter schools to identify students with dyslexia or related disorders and to provide appropriate educational services.

C. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

Check one:

☒ Yes
☐ No

I the undersigned hereby certify that the information contained in this document is, to the best of my knowledge, correct and that the governing body of the charter holder has authorized me to provide these assurances.

Scott Bradley
Signature of Charter Holder Board Chair
(must sign in blue ink)

JUNE 26, 2006
Date

00016

Section X. Certificate of Acknowledgement

This section requires at least a majority of the governing body of the charter holder to certify that it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner for consideration of renewal of the charter.

CERTIFICATE OF ACKNOWLEDGEMENT

The undersigned members of the governing body of the charter holder hereby acknowledge that they have had an opportunity to review the completed renewal application and have authorized its submission, during an open meeting, to the commissioner for consideration of the renewal of the charter:

**Members are to sign the acknowledgement during an open meeting; therefore, the date next to each signature should be the same*

Typed Name (type name next to corresponding signature)	**Signature** (must sign in blue ink)	**Date***
Scott Bradley	Scott Bradley	JUNE 26, 2006
Fred Held	Fred E. Held	June 26, 2006
Truitt Brown II	[illegible]	[illegible]
Francis Frey	Francis Frey	6-26-06
Donald Redding		
Larry Corson		

N.B.

Donald Redding is out of town for an extended time and Larry Corson had to excuse himself from the meeting early to catch a plane, therefore they were unable to sign the Certificate of Acknowledgement.

We will have both of these Board members sign another copy when they return to town and we will forward it to you at that time.

00017

Dr. Shirley J. Neeley
Commissioner of Education

Dr. Ernest Zamora
Associate Commissioner for Support Services & School Finance

Mary Perry
Director, Division of Charter Schools

For further information contact Monica Sena-Martinez at:

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

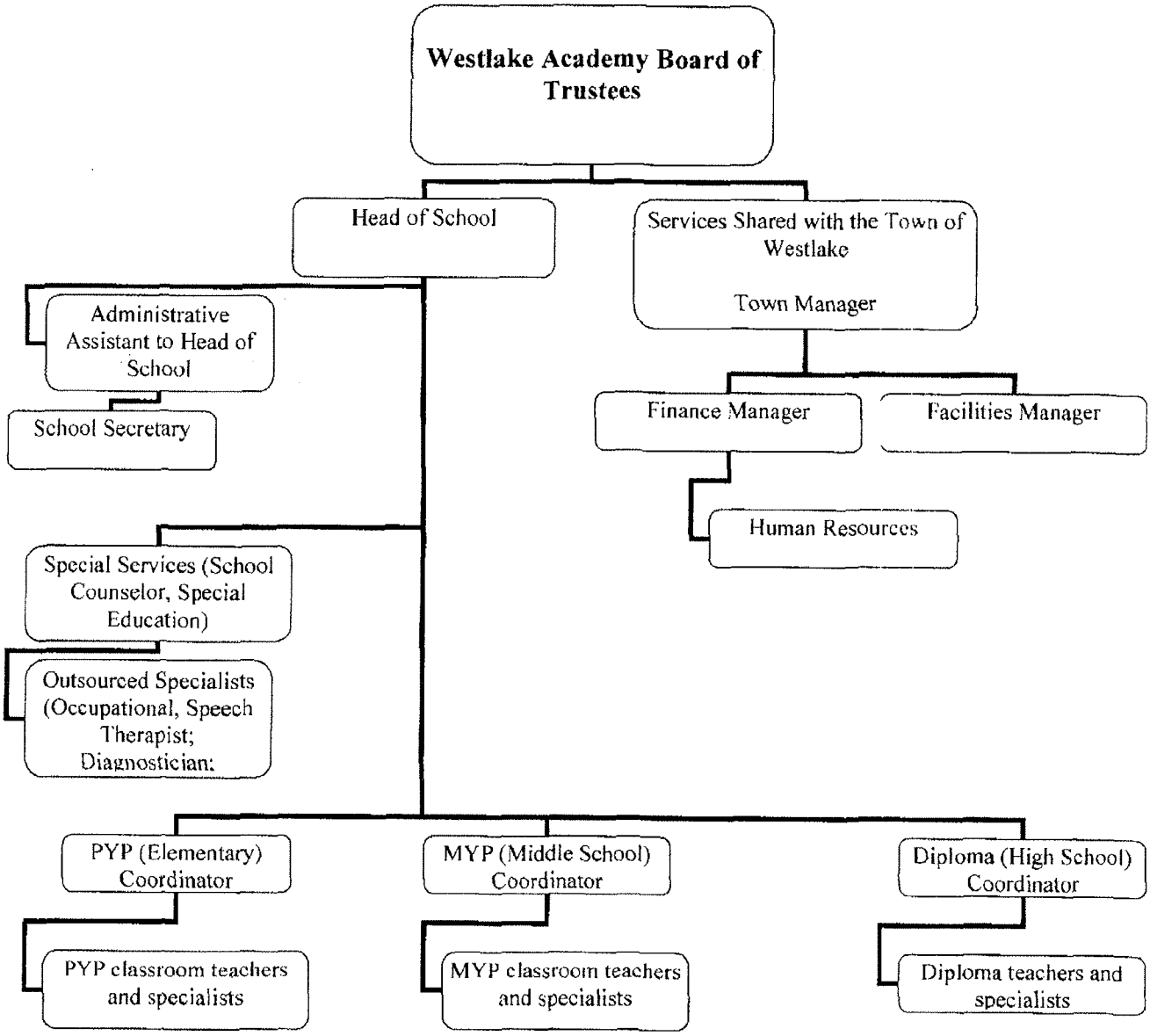
(512) 463-9575
(512) 463-9732 fax

Or visit our website:

http://www.tea.state.tx.us/charter

00018

Attachment 1



00020

Attachment 1

Attachment 2

TEXAS EDUCATION AGENCY

RENEWAL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Scott Floyd Bradley

2. Have you ever had your name changed or used another name? ◉ Yes ○ No

   If yes, give reason for the change: Did not like given name

   Maiden Name (if female):

   Other names used at any time: Melvin Floyd Bradley (given name)

3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

   None

4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

   N/A

5. Current Employer: Bradley Luce Bradley, RLLP

   Occupation: Attorney

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
From Founding to current date:	President of the Board of Directors of Westlake Academy	2600 Ottinger Road Westlake, Texas 76262	

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
None			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

   N/A

9. Will any relative(s) within the third degree of consanguinity or affinity (*see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

   N/A

10. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
○ Yes ⊘ No

If yes, give details:

NA

Dated and signed this 11TH *day of* MAY, 2006,
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Scott Bradley
(Signature of Affiant)

VERIFICATION

State of TEXAS

County of TARRANT

On this day, SCOTT BRADLEY (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 11TH day of MAY, 2006.

JEAN DWINNELL
Notary Public
State of Texas
MY (SEAL) 06-16-2009

Jean Dwinnell
(Notary Public)

My commission expires 6/16/09

00024

TEXAS EDUCATION AGENCY

RENEWAL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Donald Robert Redding

2. Have you ever had your name changed or used another name? ○ Yes ◉ No

   If yes, give reason for the change:

   Maiden Name (if female):

   Other names used at any time:

3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

   None

4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

   N/A

5. Current Employer: Retired

   Occupation:

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
None			

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
None			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

   N/A

9. Will any relative(s) within the third degree of consanguinity or affinity *(see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

   N/A

16. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
○ Yes ⊗ No

If yes, give details:

Dated and signed this 15 day of MAY, 20 06.
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

(Signature of Affiant)

VERIFICATION

State of ALASKA
City
~~County~~ of SKAGWAY

On this day, Donald R. Rodning (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 15th day of MAY, 20 06.

(Notary Public)

(SEAL)

My commission expires 05-25-08

MARJORIE D. HARRIS NOTARY PUBLIC STATE OF ALASKA

00027

TEXAS EDUCATION AGENCY

RENEWAL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Francis William Frey

2. Have you ever had your name changed or used another name? ○ Yes ◉ No

   If yes, give reason for the change:

   Maiden Name (if female):

   Other names used at any time:

3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

   None

4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

   N/A

5. Current Employer: Retired

   Occupation:

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
None			

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
None			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

   N/A

9. Will any relative(s) within the third degree of consanguinity or affinity *(see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

   N/A

10. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
○ Yes ⊗ No

If yes, give details:

Dated and signed this 22nd *day of* May, 2006,
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Bill Frey
(Signature of Affiant)

VERIFICATION

State of Texas

County of Tarrant

On this day, Bill Frey (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22nd day of May, 2006.

JEAN DWINNELL
Notary Public
State of Texas
MY COMM EXP 06-16-2009
(SEAL)

Jean Dwinnell
(Notary Public)

My commission expires 6/16/09

TEXAS EDUCATION AGENCY
RENEWAL APPLICANT
BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Truitt Delee Brown II

2. Have you ever had your name changed or used another name? ○ Yes ◉ No

   If yes, give reason for the change:

   Maiden Name (if female):

   Other names used at any time:

3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

   None

4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

   N/A

5. Current Employer: All Out Doors

   Occupation: Fishing

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
None			

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
None			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

   N/A

9. Will any relative(s) within the third degree of consanguinity or affinity (*see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

   N/A

10. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
○ Yes (✓) No

If yes, give details:

Dated and signed this 22 *day of* May, 2006,
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Truitt D. Brown II
(Signature of Affiant)

VERIFICATION

State of Texas

County of Tarrant

On this day, Truitt D. Brown II (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22nd day of May, 2006.

JEAN DWINNELL
Notary Public
State of Texas
MY COMM. EXP. 06-16-2009
(SEAL)

Jean Dwinnell
(Notary Public)

My commission expires 6/16/09

00033

TEXAS EDUCATION AGENCY

RENEWAL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Fred Ehrman Held
2. Have you ever had your name changed or used another name? ○ Yes ◉ No

   If yes, give reason for the change:

   Maiden Name (if female):

   Other names used at any time:
3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

   None
4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

   N/A

5. Current Employer: Retired

   Occupation:

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
None			

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
None			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

   N/A

9. Will any relative(s) within the third degree of consanguinity or affinity (*see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

   N/A

10. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
○ Yes ⊘ No

If yes, give details:

Dated and signed this 22 *day of* May, 2006,
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Fred E. Held
(Signature of Affiant)

VERIFICATION

State of Texas

County of Tarrant

On this day, Fred E. Held (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 22nd day of May, 2006.

JEAN DWINNELL
Notary Public
State of Texas
MY COMM. EXP. 06-16-2009
(SEAL)

Jean Dwinnell
(Notary Public)

My commission expires 6/16/09

TEXAS EDUCATION AGENCY

RENEWAL APPLICANT

BIOGRAPHICAL AFFIDAVIT

(Must complete this verion, print, notarize, and submit it with your Generation 7 Renewal Application)

Check all that apply:

☑ Member of the governing board of the charter holder

☐ Member of the governing board of the charter school (if a separate secondary board exists)

Full Name of Charter Holder (i.e., nonprofit corporation, institution of higher education, or governmental entity)

Town of Westlake, Texas

Full Name of Charter School

Westlake Academy

In connection with the above-named organization and charter school renewal application, I make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Lawrence Alan Corson

2. Have you ever had your name changed or used another name? ○ Yes ◉ No

   If yes, give reason for the change:

   Maiden Name (if female):

   Other names used at any time:

3. If in addition to being a charter holder or charter school board member, you serve or are employed as an "officer of an open-enrollment charter school" as the term is defined in TEC § 12.1012(6), state your school officer position:

4. If you expect to receive any compensation for any purpose from the charter holder, the charter school, or a management company of the charter school, provide the information requested below:

   Amount of annual compensation $ 0.00

   Reason for compensation:

00037

5. Current Employer: Hunt Realty Corporation

   Occupation: Real Estate

6. List all previous experience with charter schools. Include open-enrollment schools and/or campus or program charters:

DATES	CHARTER SCHOOL	ADDRESS	TITLE
N/A			

7. List all previous experience with any charter school management company:

DATES	MANAGEMENT CO.	ADDRESS	TITLE
N/A			

8. Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) also a member of the charter holder governing body or charter school governing body?
   ○ Yes ◉ No

   If yes, give details:

9. Will any relative(s) within the third degree of consanguinity or affiuity *(see definitions in Question 7 above)* be employed by or receive any compensation or remuneration from the charter holder or the charter school? ○ Yes ◉ No

   If yes, give details:

10. Have you ever been convicted of a misdemeanor involving moral turpitude or any felony?
◯ Yes ◉ No

If yes, give details:

Dated and signed this 26th *day of* June, 20 06,
I herby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Lawrence A. Carson
(Signature of Affiant)

VERIFICATION

State of Texas

County of Tarrant

On this day, Lawrence A. Carson (name of affiant) appeared before me the undersigned notary public and deposed that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 26th day of June, 20 06.

NOTARY PUBLIC STATE OF TEXAS
JEAN DWINNELL
Notary Public
State of Texas
(SEAL) MY COMM. EXP. 06-16-2009

Jean Dwinnell
(Notary Public)

My commission expires 6/16/09

Attachment 3

Certificate of Occupancy

TOWN OF WESTLAKE
DEPARTMENT OF BUILDING INSPECTION

This Certificate issued pursuant to the regulations of the International Residential Code (IRC) and International Building Code (IBC) certifying this structure was in compliance with various ordinances of the Town regulating building construction or use. For the following:

Use Classification Educational Building Permit No. _____

Group E Type of Construction Masonry/Steel Fire District WestLake

Owner of Building _____ Address _____

Building Address 2600 J.T. Ottinger Rd. Locality _____

By. _____

Building Official James H. Taylor CBO 6906 Date: 6.9.06

James H. Taylor CBO

Attachment 3

00041

Attachment 4

Instructional Facilities Form

Must complete this version, print, and submit it with your Gen. 7 Renewal Application

Please provide the following information concerning the local agency that issues certificates of occupancy, or their equivalent, in the jurisdiction in which each campuses is located. **Please attach one form per campus.**

Campus Name: Westlake Academy

Nine-Digit Campus Number: 220810001 (9 digit number, without dashes)

Address of Campus: 2600 Ottinger Rd., Westlake, Texas 76262

Name of Local Agency: Town of Westlake

Name of Contact Person at Local Agency: Jim Taylor - Building Inspector

Telephone No. for Contact Person at Local Agency: 817 - 490 - 5718

Address of Local Agency: 2650 Ottinger Rd., Westlake, Texas 76262

List any other pertinent information.

00043

Attachment 5

REVISED DURING CONTINGENCY PROCESS. SEE INSERT

ADMISSION

The Westlake Academy is an open-enrollment Charter School operating under a Charter awarded to the Town of Westlake by the Texas State Board of Education, with oversight by the Texas Education Agency (TEA), Charter School Division. An open-enrollment Charter School may not deny admission to a student based on sex, national origin, ethnicity, religion, disability, academic ability, artistic ability, athletic ability, or based on the school district that the child would otherwise attend.

The Academy is committed to obtaining and maintaining a diversified student and staff population.[1]

Definitions: [2]

Initial Primary Geographic Boundary Family is a family that resided in Westlake and whose student was enrolled in Westlake Academy on June 4th, 2004 or was enrolled in Kindergarten on May 30, 2005.

Lottery means a publicly posted and publicly conducted random drawing from names of qualified **Transfer Students** desiring admission to the Westlake Academy.

Lottery Application Deadline is the last day of January of the calendar year of desired entry.

Primary Geographic Boundary Student means a child of school age: (a) living with his/her parent or legal guardian who is a resident of Westlake, or (b) whose parent or grandparent is listed in the TEA Charter Application as a Founder or Officer of the Westlake Academy, or (c) whose parent or legal guardian is employed by the Town of Westlake or the Westlake Academy.

In order to be considered a Primary Geographic Boundary Student, parents or legal guardians with whom the student resides must reside in Westlake or have on file with the Town of Westlake an approved residential Building Permit prior to September 1st of the school year in which admission is sought. Eligibility for students admitted under this provision will be withdrawn if, in the opinion of the CEO, there is no satisfactory demonstration of intent to live in Westlake by September 1st of the following year.

Sibling means the brother or sister of a student enrolled in Westlake Academy. This definition includes adopted brothers and/or sisters, and children residing in the same household with their parent(s) or legal guardian(s).

Transfer Student means any child of school age that does not meet the definition of **Primary Geographic Boundary Student.**

[1] September, 2005
[2] April, 2005

REVISED DURING CONTINGENCY PROCESS. SEE INSERT

Waiting List means a list of applicants desiring admission when space becomes available. Waiting List applicants are admitted in the order they appear.

Eligibility:
All eligible **Primary Geographic Boundary Students** and **Initial Primary Geographic Boundary Family** students will be admitted to the school. The burden for proving eligibility rests with the family of the applicant for admission. Legal verification of residency may be required at any time. For eligibility purposes, residency of the child of divorced parents is considered to be that of the sole managing conservator or the joint managing conservator with whom the student lives for the majority of the school week.

Transfer Students are eligible for admission based on available space. **Transfer Students** may be admitted after all eligible **Primary Geographic Boundary Students**, **Initial Primary Geographic Boundary Family** students, and **Siblings** of students enrolled in Westlake Academy, are admitted. If more **Transfer Students** seek enrollment than space is available, then a Lottery will determine admission order of the **Transfer Students**. No Lottery will be conducted for any grade that has a Waiting List. **Transfer Students** desiring admission after the Lottery has been conducted will be placed at the bottom of the Waiting List and may be admitted as space becomes available.

The Academy reserves the right to deny admission to any student regardless of residency. Westlake Academy will not enroll any student who has been subject to expulsion or who is awaiting expulsion from any educational institution.

Admission rules may be changed or modified at any time by the Board of Directors of the Westlake Academy, or as may be required by applicable laws, rules or regulations.

Application Procedures:
All parents wishing to enroll their students in the Westlake Academy must complete an Application for Enrollment. Applications are available at the Westlake Academy, 2600 Ottinger Road, Westlake, Texas, between the hours of 9 a.m. and 3 p.m., Monday through Friday. Applications should be picked up in person and returned in person. Parents of enrolled students must complete a new application form each year in order to assure that school files are accurate and up to date. Falsification of information provided on the application form is grounds for immediate and permanent removal from the school.

The Academy may request a pre-admission interview to ensure that all families are aware of the school's policies, procedures and philosophy.[3]

A class roster will be published by March 1st of each year. An applicant appearing on the roster will be admitted unless he/she fails to meet eligibility requirements on the date classes begin.[4]

[3] September, 2005
[4] April, 2005

00046

REVISED DURING CONTINGENCY PROCESS.
SEE INSERT

Admission Order:

FIRST ADMITTED
Primary Geographic Boundary Students and **Initial Primary Geographic Boundary Family Students**

SECOND ADMITTED BASED ON AVAILABLE SPACE
Siblings of students enrolled in Westlake Academy.

THIRD ADMITTED BASED ON AVAILABLE SPACE
Transfer Students

No student will be admitted unless the Westlake Academy has received a completed application. Applications must be resubmitted each year to enable the Westlake Academy to maintain accurate and current information.[5]

Siblings

The **Sibling** of an enrolled student may be admitted as space becomes available according to the order in which the first continuously-enrolled sibling was admitted to the Westlake Academy.

Year to Year Admission

Once admitted to the school, an eligible student automatically qualifies for enrollment in subsequent years without being subject to a Lottery. If, however, a student leaves the school, then that student must reapply and will be moved to the bottom of the Waiting List. Westlake Academy will not enroll any student who has been subject to expulsion or who is awaiting expulsion from any school.

If a Primary Geographic Boundary Student (or the parents or guardians with whom he/she resides), who is not a member of an Initial Primary Geographic Boundary Family, removes his/her *residency from Westlake, then that student nevertheless will be eligible for* enrollment if on the date the residency is removed, the student or at least one of his/her Siblings has completed at least five academic years in Westlake Academy.

A student of a Town of Westlake or Westlake Academy employee is eligible for year-to-year admission so long as his/her parent or guardian remains employed by the Town of Westlake or Westlake Academy. A student of a Town of Westlake or Westlake Academy employee whose employment terminates before the employee has completed five continuous years of service will no longer be eligible for admission and will be moved to the bottom of the Waiting List.

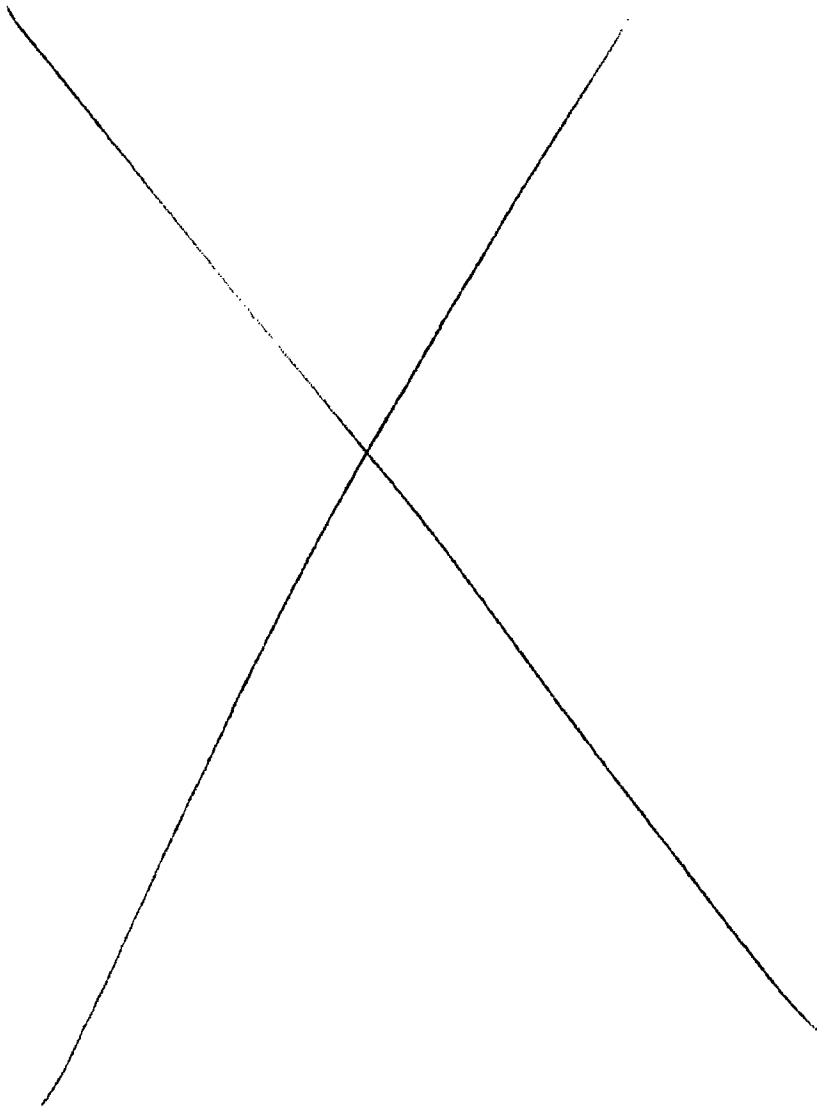
Except as provided above, a student will be allowed to remain in the school only until the end of the semester in which his/her parents' or guardian's residency or employment (as the case may be) is terminated.

[5] April, 2005

00047

REVISED DURING CONTINGENCY PROCESS. SEE INSERT

If two or more siblings tie for an available position by virtue of their positions on the waiting list, the order of admission will be determined by Lottery.



APPROVED DURING CONTINGENCY PROCESS

Westlake Academy Charter Application Resubmission

In response to the admissions policy in Attachment 5 please see the revised Admissions Policy below.

Admissions Policy

Applications from new students are accepted from December 1st through January 31st. A lottery is held in February to determine the in-coming Kindergarten class and the order for the waiting list for all other grades. If the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces in a class, then a name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

Currently enrolled students receive a Notice of Intent to Return form the first week of January. This form asks students to state whether they intend to return the following school year and to identify if any of their siblings wish to attend the school the following year. This form must be returned by January 31st. Currently enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the Notice of Intent to Return form. Vacancies in each class are then determined, and the siblings of returning students are given priority in admission.

Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to Westlake Academy Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.

Westlake Academy Charter School does not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

Westlake Academy will not enroll any student with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

Attachment 6

REVISED DURING CONTINGENCY PROCESS.
SEE INSERT

Westlake Acade[redacted]
Student Application

PLEASE TYPE OR PRINT

Student Information

Student Social Security #	- -	App. Date	/ /2006	Grade Level Sept. 1, 2006	
First Name		Middle Name		Last Name	
Date of Birth	Mo /Day /Year	Age		Sex	M / F
Place of Birth (City, State, Country)					
Primary Language		Additional Languages			
School student is zoned to attend according to address		Last School Attended			

Primary Guardian Contact Information

Primary Guardian(s) (With Whom Student Lives)		Relationship	
Street Address			
City, State	, TX	Zip	Country
Day Phone	Evening Phone	Cell/Pager	
E-mail Address		Fax	

Additional / Other Guardian Contact Information

Other Guardian		Relationship	
Street Address			
City, State	,	Zip	Country
Day Phone	Evening Phone	Cell/Pager	
E-mail Address		Fax	

Emergency Contact Information (when Guardians are unavailable)

Contact (Relative/Neighbor)		Relationship	
Street Address			
City, State	, TX	Zip	Country
Day Phone	Evening Phone	Cell/Pager	
E-mail Address		Fax	00051

APPROVED DURING CONTINGENCY PROCESS

Westlake Academy Student Application

Please Type or Print

Student Information

Application Date	Mo /Day /Year	Grade Level as of Sept. 1, 2007		Date of Birth	Mo /Day /Year
First Name		Middle Name		Last Name	
School district student is zoned to attend according to address			School student is zoned to attend according to address		

Primary Guardian Contact Information

Primary Guardian (s) (With Whom Student Lives)				Relationship	
Street Address					
City, State		Zip		Country	
Day Phone		Evening Phone		Cell/Pager	
Email address				Fax	

Additional/Other Guardian Contact Information

Other Guardian				Relationship	
Street Address					
City, State		Zip		County	
Day Phone		Evening Phone		Cell/Pager	
Email address				Fax	

For Office Use Only

Date Application Received	Mo /Day /Year	Accepted by		Grade verified	Yes No
Notes				Entered in Computer	Yes No
				Siblings enrolled at Westlake Academy	

00052

Westlake Academy
Student Application
(Page 2)

Student Educational Background

Previous Schools Attended

District	School	City/ST	Yrs Attended	Grades Attended	Were you ever retained? If so, what Grade

Guardian Understandings

I/We understand that Westlake Academy, as a "school of choice", is designed to provide an alternative learning environment separate from other schools or school districts. I understand that Westlake Academy provides a creative but challenging educational environment designed for students who are willing to become ***serious learners.***	Initial to Accept
I/We understand that by enrolling my child in Westlake Academy I am agreeing to abide by and support the Westlake Academy community, procedures and policies.	Initial to Accept
I/We understand that Westlake Academy reserves the right to dismiss my child from the school for reasons listed and explained in the Code of Conduct.	Initial to Accept
I/We understand that Westlake Academy reserves the right to send my child home for a variety of reasons, including but not limited to: failing to be in an appropriate school uniform and or failing to act in accordance with the school's code of conduct. Absences due to being sent home are unexcused, meaning students are not guaranteed credit for missed assignments and the absences count toward the State's 90% Attendance Rule.	Initial to Accept
I/We understand that I am a valued member of the Westlake Academy community and that my active participation and involvement is openly encouraged and expected. (Please note that choosing Westlake Academy means a commitment on your part to the Westlake Academy Community.)	Initial to Accept
I/We understand that I am expected to support the reasonable and professional decisions of the Westlake Academy faculty, staff and administration. If I have a grievance or complaint, I understand that I am expected to follow the school's protocol for resolving it, and I will try to resolve things in a timely, friendly and cooperative manner.	Initial to Accept
I/We understand that Westlake Academy is an open-enrollment charter school and may not deny admission to a student based on sex, national origin, ethnicity, religion, disability, academic ability, artistic ability, athletic ability, or based on the school district that the child would otherwise attend.	Initial to Accept
I/We understand that Westlake Academy is a school of choice. Therefore, I know that I am under no obligation to keep my child enrolled at Westlake Academy if I am dissatisfied with services, policies or procedures provided by the school.	Initial to Accept

Verification

Does Student have a documented history of criminal offense, a juvenile court adjudication or discipline problems under Subchapter A, Chapter 37 of the Texas Public Education Code, Relating to Discipline; Law and Order, including but not limited to suspension from school, school reassignment, or any other school related or legal disciplinary action?	Yes / No

By signing this enrollment form, you affirm that the information provided on this form is true and correct. False information provided on this enrollment form can result in dismissal from Westlake Academy.

Signature of Legal Guardian	**Head of School Approval**
Date	**Date**

00053

Westlake Academy
Home Language Survey

PLEASE TYPE OR PRINT

TEXAS EDUCATION AGENCY, BILINGUAL EDUCATION REQUIREMENT						
Student Social Security #	- -	App. Date	/ /2006	Grade Level Sept. 1, 2006		
First Name		Middle Name		Last Name		
What Language is spoken in the Home Most of the Time?		What Language does the Student Speak Most of the Time?				
By signing you affirm that the information provided on this form is true and correct.			Signature of Legal Guardian Date			

00054

Westlake Academy
Student Records Release

PLEASE TYPE OR PRINT

Request for Student Records					
Student Social Security #					
First Name		Middle Name		Last Name	

To Whom It May Concern:

My child, identified above, has submitted an enrollment application to The Westlake Academy Charter School for the school year _____. By signing this form, I give the parental consent necessary for _____(Previous School District) to supply copies of the following information related to my child:

- All discipline Records
- All TAAS, ITSBS and any other similar other test scores
- The student's transcript
- The student's report cards
- The student's shot records
- Any psychological educational assessment
- Any emotional educational assessment
- Any comprehensive individual assessments
- Any special education evaluations or assessments
- Any individual education plans
- Any behavior management plan

Thank you for your assistance.

_____
Signature of Legal Guardian

_____
Date

Recipient: Please send this documentation at your earliest convenience to the following school address:	**Attn: Westlake Academy Registrar** **2600 Ottinger Rd.** **Westlake, Texas 76262** **817.490.5757**

For Office Use Only:
Date application recv'd_____by_____
Date application entered_____by_____
Date faxed for school records_____by_____

00055

Attachment 7

ENROLLMENT PACKET FOR YOUR *NEW* STUDENT TO Westlake Academy

Please return a copy of the following with your registration packet:

IMMUNIZATION RECORDS _____

BIRTH CERTIFICATE _____

STUDENT'S SOCIAL SECURITY CARD _____

PARENT DRIVER'S LICENSE _____
(We can make copies of these items at the school.)

00057

Westlake Academy
Student Records Release

PLEASE TYPE OR PRINT

Request for Student Records

Student Social Security #	

First Name		Middle Name		Last Name	

To Whom It May Concern:

My child, identified above, has submitted an enrollment application to The Westlake Academy Charter School for the school year _____. By signing this form, I give the parental consent necessary for _____ (Previous School District) to supply copies of the following information related to my child:

- All discipline Records
- All TAAS, ITSBS and any other similar other test scores
- The student's transcript
- The student's report cards
- The student's shot records
- Any psychological educational assessment
- Any emotional educational assessment
- Any comprehensive individual assessments
- Any special education evaluations or assessments
- Any individual education plans
- Any behavior management plan

Thank you for your assistance.

_____
Signature of Legal Guardian

_____
Date

Recipient: Please send this documentation at your earliest convenience to the following school address:	**Attn: Westlake Academy Registrar** **2600 Ottinger Rd.** **Westlake, Texas 76262** **817.490.5757**

For Office Use Only:
Date application recv'd_____by _____
Date application entered_____by ____
Date faxed for school records_____by____

00058

Westlake Academy
Student Application

PLEASE TYPE OR PRINT

Student Information

Student Social Security #	- -	App. Date	/ /2006	Grade Level Sept. 1, 2006	
First Name		Middle Name		Last Name	
Date of Birth	Mo /Day /Year	Age		Sex	M / F
Place of Birth (City, State, Country)					
Primary Language		Additional Languages			
School student is zoned to attend according to address		Last School Attended			

Primary Guardian Contact Information

Primary Guardian(s) (With Whom Student Lives)				Relationship	
Street Address					
City, State	, TX			Zip	Country
Day Phone		Evening Phone		Cell/Pager	
E-mail Address				Fax	

Additional / Other Guardian Contact Information

Other Guardian				Relationship	
Street Address					
City, State	,			Zip	Country
Day Phone		Evening Phone		Cell/Pager	
E-mail Address				Fax	

Emergency Contact Information (when Guardians are unavailable)

Contact (Relative/Neighbor)				Relationship	
Street Address					
City, State	, TX			Zip	Country
Day Phone		Evening Phone		Cell/Pager	
E-mail Address				Fax	

Westlake Academy
Student Application

Student Educational Background

Previous Schools Attended

District	School	City/ST	Yrs Attended	Grades Attended	Were you ever retained? If so, what Grade

Guardian Understandings

I/We understand that Westlake Academy, as a "school of choice", is designed to provide an alternative learning environment separate from other schools or school districts. I understand that Westlake Academy provides a creative but challenging educational environment designed for students who are willing to become ***serious learners.***	Initial to Accept
I/We understand that by enrolling my child in Westlake Academy I am agreeing to abide by and support the Westlake Academy community, procedures and policies.	Initial to Accept
I/We understand that Westlake Academy reserves the right to dismiss my child from the school for reasons listed and explained in the Code of Conduct.	Initial to Accept
I/We understand that Westlake Academy reserves the right to send my child home for a variety of reasons, including but not limited to: failing to be in an appropriate school uniform and or failing to act in accordance with the school's code of conduct. Absences due to being sent home are unexcused, meaning students are not guaranteed credit for missed assignments and the absences count toward the State's 90% Attendance Rule.	Initial to Accept
I/We understand that I am a valued member of the Westlake Academy community and that my active participation and involvement is openly encouraged and expected. (Please note that choosing Westlake Academy means a commitment on your part to the Westlake Academy Community.)	Initial to Accept
I/We understand that I am expected to support the reasonable and professional decisions of the Westlake Academy faculty, staff and administration. If I have a grievance or complaint, I understand that I am expected to follow the school's protocol for resolving it, and I will try to resolve things in a timely, friendly and cooperative manner.	Initial to Accept
I/We understand that Westlake Academy is an open-enrollment charter school and may not deny admission to a student based on sex, national origin, ethnicity, religion, disability, academic ability, artistic ability, athletic ability, or based on the school district that the child would otherwise attend.	Initial to Accept
I/We understand that Westlake Academy is a school of choice. Therefore, I know that I am under no obligation to keep my child enrolled at Westlake Academy if I am dissatisfied with services, policies or procedures provided by the school.	Initial to Accept

Verification

Does Student have a documented history of criminal offense, a juvenile court adjudication or discipline problems under Subchapter A, Chapter 37 of the Texas Public Education Code, Relating to Discipline; Law and Order, including but not limited to suspension from school, school reassignment, or any other school related or legal disciplinary action?	Yes / No

By signing this enrollment form, you affirm that the information provided on this form is true and correct. False information provided on this enrollment form can result in dismissal from Westlake Academy.	**Signature of Legal Guardian**	**C.E.O. Approval**
	Date	**Date**

00060

Westlake Academy
Home Language Survey

PLEASE TYPE OR PRINT

TEXAS EDUCATION AGENCY, BILINGUAL EDUCATION REQUIREMENT					
Student Social Security #	- -	App. Date	/ /2006	Grade Level Sept. 1, 2006	
First Name		Middle Name		Last Name	
What Language is spoken in the Home Most of the Time?		What Language does the Student Speak Most of the Time?			
By signing you affirm that the information provided on this form is true and correct.		Signature of Legal Guardian Date			

00061

GRADE _____

Dear Parent/Guardian:

E-mail and Fax are becoming an increasingly popular and effective way for parents to communicate with school personnel. For your convenience, Westlake Academy has published the school Fax number and the E-mail address on the school's web site at www.westlakeacademy.org. However, in order to comply with federal regulations regarding the confidentiality of personally identifiable student records, parents must sign the consent form below before a school employee can correspond via E-mail or Fax regarding a student's behavior, academic progress, disability and/or medical condition. Although the risk of observation by an outside party may be minimal, the district must have this signed consent form in order to participate in these types of E-mail and Fax correspondences. Thank you for your assistance.

WESTLAKE ACADEMY

Parental/Guardian
E-mail / Fax Consent Form

I, _____ give / do not give (please circle one)
(full name of parent/guardian)

permission for the following student information about my child/ren:

_____

_____

_____

to be sent to me electronically by the staff of Westlake Academy. Please check those that are Permissible to E-mail or Fax:

_____ academic progress/grades _____ behavior

_____ medical condition/disability _____ other (specify below)

_____

_____

I understand that the transmittal of this material may not be available by entirely secure methods and may be capable of observation, interception, or monitoring by others. Furthermore, I understand the school cannot guarantee the records will be received only by the requester at the E-mail address provided. I request the student information about my child be sent to the following:

E-mail address _____
(please print CLEARLY)

Fax # _____

Parent/Guardian Signature _____

Date Signed _____

This consent is valid through the end of the school year, unless otherwise noted.

00062

NOTICE

Photograph/Video/Sound Release
06-07

Westlake Academy, Westlake Academy Foundation, and its representatives ("W.A.") on occasion take photographs of students and school events for use in print and electronic publications, i.e., yearbook, promotional materials, brochures, videos, school web-site, newsletters, etc. This serves as notice of W.A's intent to do so and as a release to W.A. of permission to use such images as it deems fit.

However, if you should object to the use of your child's photograph or name in any medium, you have the right to withhold its release by returning the completed form below to the School Office.

Barbara Brizuela
Head of School

Photograph/Video/Sound Release Form

☐ I hereby grant Westlake Academy, Westlake Academy Foundation, and their respective representatives permission to publish the image/name(s) of my child(ren).

☐ I refuse to have the image/name(s) of my child(ren) published.

Parent/Guardian:_____ Date:_____
[printed name]

Name of child:_____Grade:_____

Name of child:_____Grade:_____

Name of child:_____Grade:_____

Name of child:_____Grade:_____

Address:_____

City:_____State_____Zip_____

Phone:_____E-mail:_____

_____
[Parent/Guardian Signature]

This consent is valid through the end of the school year, unless otherwise noted.

00063

History of Chickenpox Illness

Student: _____

Date of Birth: _____

This is to verify that the student named above had chickenpox illness on or about _____ and does not need the varicella vaccine.

Parent signature: _____

Date: _____

00064

Westlake Academy
2600 Ottinger Road
Westlake, Texas 76262

Child's Name: _____ Date: _____

Grade: _____

SPECIAL SERVICES FORM
(if none, please mark through, sign, and return)

My child has received the following services:

_____ Resource

_____ Speech

_____ Other Special Education Services

_____ Counseling

_____ ESL

_____ Bilingual

_____ Title 1

_____ Dyslexia

_____ Chapter 1

_____ Pre/K Early Childhood

_____ Other specify: _____

I give my permission to have my child placed in the appropriate Special Education class prior to the Transfer ARD, as verified by the student's previous school.

Parent Signature: _____ Date:_____

TO BE FILLED IN BY THE ADMINISTRATION

Verification of Special Education services: Date: _____

Person contacted: _____ Position: _____

Eligible for: _____

Subject or subjects and time: _____

WESTLAKE ACADEMY
ETHNICITY FORM
Student Record Information

Student Name: _____

Westlake Academy is required by state law to register our students with their ethnicity indicated. Please circle the appropriate ethnic category for your student.

Thank you.

White, not of Hispanic Origin

Hispanic

African American, not of Hispanic Origin

Asian or Pacific Islander

Native American/Alaskan Native

00066

Westlake Academy
Enrollment Record

PARENTS: PLEASE PRINT IN PENCIL AND COMPLETE BOTH SIDES

Student Name: _____
Last Name First MI Nickname

Generation Code (Jr., II, III etc.): _____ Sex: _____ Grade: _____

Social Security #: _____ (Office Only: Pierns alternate ID #): _____

Copy of SS card provided? Y__ N __ Copy of Birth Certificate? Y___ N ___ Copy of Immunizations? Y__ N ___

Date of Birth: _____ Birthplace: _____
City State County

Home Phone #: _____ ☐ UNLISTED

Circle the grades your child has attended in the United States PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12

Student resides with: ☐ Father ☐ Mother ☐ Legal ☐ Guardian ☐ Other: _____

Home address: _____

City: _____ Zip Code: _____

Father/ Guardians Name: _____ Legal Guardian Y___ N ___

Employer: _____ Work Phone: _____

Pager #: _____ Cell Phone #: _____ Other #: _____

Mother/ Guardians Name: _____ Legal Guardian Y___ N ___

Employer: _____ Work Phone: _____

Pager #: _____ Cell Phone #: _____ Other #: _____

School District student is zoned for: _____

School student is zoned for: _____

Last school attended: _____ Date: _____ Grades: _____

Address: _____ Phone #: _____

_____
City State Zip

(Office Only: Last report card/Withdrawal received: _____ Date records requested: _____)

00067

Attachment 7K

Name of siblings in family:	School Attending

Any person who knowingly falsifies information on a form required for the enrollment of a student in the Westlake Academy commits an offense under section 37.10 of the Texas Penal Code, which offense is a class A misdemeanor unless the person's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

My signature below confirms that I have read and understand the above information and accept the responsibility for any false information concerning the enrollment of the student.

Parent/ Guardian Signature: _____

WESTLAKE

A C A D E M Y

STATE OF TEXAS §
§ AFFIDAVIT OF SCHOOL VOLUNTEER
COUNTY OF TARRANT §

Before me, the undersigned notary, on this day personally appeared _____, a person whose identity is proved to me through _____ (describe the identifying document). After I administered an oath to him and upon his oath he said:

1. My name is _____, I am over 18 years of age, of sound mind, and capable of making this affidavit. The identifying document listed above is correct and authentic. The facts stated in this affidavit are within my personal knowledge and are true and correct.

2. I have voluntarily authorized a check of my criminal background history by the Town of Westlake and the Westlake Academy.

3. I authorize the Town of Westlake and the Westlake Academy to terminate my status as a volunteer at any time and with or without cause.

4. I agree to save, indemnify, release, and hold harmless the Town of Westlake and The Westlake Academy, their officers, employees, representatives, agents, and attorneys from and against any and all loss, claim, causes of action, including any loss or claim of loss for bodily injury or death. It is the intent and agreement of the affiant that this indemnity include acts, damages, or loss caused by the negligence, or alleged negligence.

5. I do not now and I have not at any time, either as an adult or as a juvenile, been charged, investigated, convicted, terminated, forced to resign, treated for, institutionalized, sued, settled a claim before suit, lost a state license, been refused a volunteer position, violated a court order, had a report of child abuse or neglect made and substantiated against me, or have any pending criminal charges against me in this or any other jurisdiction due to any conduct, matter, or thing (irrespective of formal name thereof) constituting, relating to, or involving (whether under criminal or civil law of any jurisdiction) a minor, juvenile, child, lewdness, indecency, a felony, obscenity, pornography, sexual assault, rape, or incest.

Signed: _____

Print Name: _____

Date _____.

SWORN TO AND SUBSCRIBED before me, the undersigned notary, on this _____ day of _____, _____.

_____.
Notary Public in and for the State of Texas

Address: _____
Driver's License Number and State: _____
Date of Birth: _____
SS#:_____

H:\Boyle-Lowry\West Lake\wl-affidvit\wl-affidavit-school volunteer-simple form.doc

00070

WESTLAKE
ACADEMY

Volunteer Program
Confidentiality Statement

I understand and agree that in the performance of my duties as a volunteer in the Westlake Academy Volunteer Program, I must hold in strictest confidence any observations I may make or hear regarding students, students' families, school staff or school business.

I understand that intentional or involuntary violation of confidentiality may result in disciplinary action including termination by the Westlake Academy Volunteer Program and/or legal action by others (i.e., students, families of students, school staff, school administration, etc.)

_____ _____
Volunteer Signature Date

_____
Please Print Your Name

00071

AGREEMENT OF SUPPORT

Parent /Guardian

As a parent / guardian of a child attending **Westlake Academy,** I agree to support the school in carrying out policies and procedures as indicated in the Parent / Student Handbook. I recognize that Westlake Academy is a public Charter School and I have voluntarily chosen to enroll.

Student Name _____

In return for supporting the school policies and procedures, I expect the faculty and staff of **Westlake Academy** to provide my child with the type of education stated and implied in the Parent / Student Handbook.

Name of Parent / Guardian _____

Relationship to Student _____

Signature of Parent / Guardian _____

Date _____

Student

I am aware that **Westlake Academy** is a school of choice. After talking with my parents/guardians, I have chosen to attend **Westlake Academy.**

As a student at **Westlake Academy,** I agree to accept responsibility for following the policies and procedures as described in the Parent/Student Handbook.

Student's Signature:_____

Date_____

00072

REVISED LEGAL REVIEW OF RENEWAL APPLICATION

Charter School: Westlake Academy Charter School

Charter Holder: Town of Westlake

AREAS REVIEWED	CORRECTIONS REQUIRED	COMMENTS 2/6/07	Corrections 3/21/07
Admissions Policy	• The school should not have a year-round application period ("A" on p. 13). • The lottery process must be summarized in response to "B" on p. 13 instead of referring to another page. The "Lottery Procedure" attachment is not necessary. • Some of the categories listed in response to "C" on p. 13 are not permissible. Charter Schools may only give priority to returning students, the siblings of returning students, and a small percentage of the children of the school's original founders. • The lottery date in "D" on p. 13 will likely need to be revised when the application period is revised. • The school should not require applicants to disclose their gender at the admissions stage ("F" on p. 14). • The current charter does not adequately describe the school's transfer boundary. Furthermore, the school is currently only permitted to serve students from Argyle, Carroll, Denton, Keller, and Northwest ISDs. If the school wants to accept transfer students from other districts, the school must file an amendment request identifying the additional districts.	• The revised application period (June 1 to Jan. 31) is atypical. Typically, application periods for the next school year are held in the spring and the lottery is held shortly thereafter. Please explain the reason for the proposed application period. • I am concerned about the application period and the lottery date. See above comment. • The revised response to "C" reflects that no categories will be except from the lottery; however, the revised admissions policy reflects that both returning students and their siblings are exempt. In addition, your original charter reflects that siblings of enrolled students will be given priority in admission. • See above comments concerning dates. • Corrected. • The response reflects that the charter holder will seek an amendment to establish a transfer boundary and will not admit students from outside of its designated geographic boundary until approval is granted. Please provide information concerning the amendment request. The charter holder states that the Charter School Tracking System incorrectly interprets its geographic boundaries. In addition to stating that	• Will be replaced with: Application period will begin on December 1st and end on January 31st. • Lottery will be held, as stated, in February. • There was a misunderstanding on our part in filling out the form and we will correct it: returning students, siblings, sons/daughters/grandchildren of founders, shall be exempt from the lottery. • We understood that we could not seek an amendment until the charter was renewed. Thus our practice during this year was to not accept applications from people outside the ISDs identified in the original charter. We realize that there was a change in personnel in regards to who was handling our renewal process, but had we had this clarified before the February 1st deadline, we would have submitted an amendment to include Lewisville ISD, Grapevine-Colleyville ISD, Birdville ISD and North Richmond Hills ISD. To further clarify the primary boundary for the Academy, small portions of Carroll, Keller and Northwest ISDs lie within the geographical boundaries of the Town of Westlake. Argyle and Denton had been identified as surrounding districts from which Westlake Academy would accept applications, once all

	• The admissions policy in Attachment 5 is extremely confusing and needs to be simplified. Furthermore, the policy contains elements that are not permissible such as: o denying admission to any student regardless of residence o changing the admission rules absent a charter amendment o conducting pre-admission interviews o giving priority to employees' children • See attached sample policy. • The "Student Application" in Attachment 6 requires information that should not be required at the admissions stage (e.g., gender, place of birth, primary language, and whether the applicant was previously retained). The school needs to have an admissions application that is separate from the enrollment packet. The admissions application should only require basic information such as name, address, date of birth, parent contact information, etc.	the geographic boundary for the school will be the boundaries of the Town of Westlake, the original charter also reflects that the ISDs within such area are Argyle, Carroll, Denton, Keller, and Northwest. If other ISDs are also within the boundaries of the Town of Westlake, please identify those districts. • The revised policy is much improved; however, I have concerns about the following: o the application period o the lottery date o the discrepancy regarding whether returning students and siblings are exempt from the lottery o why the application period is June 1 – Jan. 31 and the lottery is held in Feb. when returning students have until March to return the "Notice of Intent to Return" form. Why would the lottery be held when you haven't determined how many available spaces exist? o The language concerning the exclusion of students who have been expelled or awaiting expulsion "from any educational institution" is too broad. You may deny admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A. • The revised admissions application was not attached along with the rest of the fax. Please provide a copy.	students within the geographical boundaries of the Town of Westlake were admitted. Thus Argyle, Denton and parts of Carroll, Keller and Northwest have always been within our transfer boundaries. • Application period: December 1st – January 31st • Lottery date: mid-February • Returning students will have to file "Notice of Intent to Return" by January 31st. • Exclusion of students who have been expelled or awaiting expulsion will be revised to read: ***with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.*** • Copy attached.

TEXAS EDUCATION AGENCY
1701 North Congress Ave.★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

Charter Renewal

November 27, 2007

Scott F. Bradley, Chair
Town of Westlake
One Paigebrooke Ln
Westlake, TX 76262

Re: Charter Renewal for Westlake Academy Charter School (CDN 220810)

Dear Scott F. Bradley:

I am pleased to inform you that the charter renewal is approved for Westlake Academy Charter School with a contract ending date of July 31, 2016. After renewal, the charter contract shall consist of the following:

- the representations and assurances made by the charter holder in the original request for application under the standard application system;
- the original contract for charter, as signed by the charter holder and the State Board of Education;
- any condition, amendment, modification, revision, or other change to the charter approved by the State Board of Education or the commissioner of education;
- the final renewal application, on file with the Division of Charter Schools, including any revisions required by the agency and any amendments to the charter made through the renewal application; and
- all statements, assurances, commitments and representations made by the charter holder in its application for charter renewal and its attachments or related documents, to the extent that these documents are consistent with those listed above.

Note that this contract is contingent upon legislative authorization and that the contract and the funding under state and federal law may be modified or even terminated by future legislative act. Furthermore, state and federal laws and rules may periodically be adopted, amended, or repealed and all such changes applicable to the charter holder or its charter school(s) may modify this contract, as of the effective date provided in the law or rule. Nothing in this contract shall be construed to entitle the charter holder to any privilege or benefit, including any funding, but in accordance with state and federal laws in effect and as they may in the future be amended. A contract term that conflicts with any state or federal law or rule is superseded by the law or rule to the extent that the law or rule conflicts with the contract term.

To acknowledge acceptance of this renewed contract, the chair of the charter holder board must sign below and return the entire original document to:

Texas Education Agency
Division of Charter Schools
William B. Travis Building, Room 5-107
1701 North Congress Avenue
Austin, Texas 78701-1494

The charter holder should keep a copy of the document for its files. Please contact the Division of Charter Schools at (512) 463-9575 with any questions.

Sincerely,

Robert Scott
Commissioner of Education

cc: Barbara Brizuela, Superintendent

rs

MAR 3 2008

I the undersigned hereby certify that the governing body of the charter holder has accepted and agreed to the charter renewal agreement for Westlake Academy Charter School as outlined in the foregoing letter and has authorized me to sign below.

Agreed and Accepted:

Scott F. Bradley
Chair, Town of Westlake

12/08/07
Date

CHARTER AMENDMENT REQUEST FORM

• Texas Education Agency • Charter Schools Division • Phone (512) 463-9575 • Fax (512) 463-9732

Westlake Academy — **Name of Charter School**

220-810 — **County-District Number**

All amendment requests must be made in or attached to a written resolution adopted by the governing body of the charter holder and signed by the members voting in favor. In addition, all amendment requests should include the text and page number, or a photocopy, of the current charter language to be changed, and the text proposed as the new charter language. Expansion amendments, numbers 1-4, must be submitted by February 1 of the year preceding the school year during which the amendment would become effective.

☐ **1. Add Grade Levels (Expansion Amendment)** - Requested effective date: _____

- Currently approved grade levels: _____
- Requested new grade levels: _____

Attach the written board resolution as described at the top of the page; Attach an education plan for each new grade level to be served; Attach evidence that impact statements have been sent to school districts and charter schools within the geographic boundary of the requesting school.

☐ **2. Add a Site (Expansion Amendment)** - Requested effective date: _____

- New Address (if available): _____
- Is the proposed campus within the currently approved geographic boundary? ○ No ○ Yes
  If not, see request below to Change Geographic Boundary.
- If the amendment is approved, is a campus number requested? ○ No ○ Yes
- If the amendment is approved, should a campus name different from the charter name be used? ○ No ○ Yes
- If the amendment is approved, should mail be sent to the campus? ○ No ○ Yes

Attach the written board resolution as described at the top of the page; Attach evidence that impact statements have been sent to school districts and charter schools within the geographic boundary of the requesting school; Attach a certificate of occupancy, or equivalent certificate, appropriate for the proposed use of the facility at the new site; If the specific location is not identified at the time of the amendment request, this information shall be submitted prior to commencing any operations at that site.

☑ **3. Change Geographic Boundary (Expansion Amendment)** - Requested effective date: As soon as approved

- School districts and charter schools in currently approved boundary: See Attached
- Proposed new school districts and charter schools: See Attached

Attach the written board resolution, with the required language (see instructions), as described at the top of the page; Attach evidence that impact statements have been sent to school districts and charter schools within the geographic boundary of the requesting school; Attach another sheet of paper to describe the request, if necessary.

☐ **4. Increase Maximum Enrollment (Expansion Amendment)** - Requested effective date: _____

- Currently approved maximum enrollment: _____
- Requested new total maximum enrollment: _____

Attach a board resolution with the required language (see instructions); The amendment will not be considered by the commissioner without the appropriate board resolution. Note that the resolution required for this type of amendment is different from that used for other types of amendments; Attach evidence that impact statements have been sent to school districts and charter schools within the geographic boundary of the requesting school.

☐ **5. Relocate Campus or Site** - Requested effective date: _____

- County District Number: _____
- Current Address: _____
- Proposed Address (if available): _____
- Is the proposed relocation within the currently approved geographic boundary? ○ No ○ Yes
  If not, see request above to Change Geographic Boundary.
- If the amendment is approved, should mail be sent to the campus? ○ No ○ Yes

Attach the written board resolution as described at the top of the page; Note that the proposed site must be within the currently approved geographic boundary. If it is not, you must also submit an amendment request to extend the geographic boundary.

☐ **6. Other Amendment to Charter** - Requested effective date: _____

Description: _____

Attach another sheet of paper to describe the request, if necessary.

Barbara Brizuela
Signature of Charter School CEO

817-490-5757
Phone Number

817-490-5762
Fax Number

Barbara Brizuela
Printed Name of Charter School CEO

1/14/08
Date

Charter Amendment Request Form Addendum

#3 Change Geographic Boundary (Expansion Amendment) – Requested effective date: 1/14/08

- School district and charter schools in currently approved boundary: Birdville, Carroll, Grapevine-Colleyville, Keller, Lewisville, Northwest
- Proposed new school district and charter schools: HEB, Decatur, Paradise, Boyd, Weatherford, Krum, Ponder, Denton, Little Elm, Argyle, Frisco, Carrollton, Grand Prairie, Duncanville, Lake Dallas, Springtown, Azle, Coppell, Irving, Arlington, Fort Worth, Eagle Mountain-Saginaw, Highland Park, Garland, McKinney.

Westlake Academy Charter Amendment Request

Current Charter (with approved revision dated August 15, 2007) reads:

Section I Cover Page
Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

Birdville ISD
Carroll ISD
Grapevine-Colleyville ISD
Keller ISD
Lewisville ISD
Northwest ISD

Requested amendment would read:

Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

Argyle ISD
Arlington ISD
Azle ISD
Birdville ISD
Boyd ISD
Carroll ISD
Carrollton ISD
Coppell ISD
Decatur ISD
Denton ISD
Duncanville ISD
Eagle Mountain-Saginaw ISD
Fort Worth ISD
Frisco ISD
Garland ISD
Grand Prairie ISD
Grapevine-Colleyville ISD
HEB ISD
Highland Park ISD
Irving ISD
Keller ISD
Krum ISD
Lake Dallas ISD
Lewisville ISD
Little Elm ISD
McKinney ISD
Northwest ISD
Paradise ISD
Ponder ISD
Springtown ISD
Weatherford ISD

WESTLAKE ACADEMY

MEMO

TO: Board of Trustees, Westlake Academy

FROM: Barbara Brizuela, Head of School

DATE: January 7, 2008

SUBJECT: Meeting on January 14, 2008

ITEM:

Consider a resolution to approve an application for an expansion amendment to the Westlake Academy Charter that would add additional geographic boundaries for transfer students.

RECOMMENDATIONS:
Staff recommends approval.

BACKGROUND:

In reviewing the TEA approved boundaries for students of Westlake Academy, the school districts in which our students reside and in comparison to other charter school's approved boundaries the staff feels that it would be in our best interest to increase the number of school districts from which the Academy can accept transfer students.

The approval of this Resolution will allow the Academy to apply for an expansion amendment which would allow the school to accept transfer students for enrollment from a wider expanse of locations. The approval of this amendment is in the best interest of the Academy, its present and future students and staff members. This amendment would allow a more diverse location for Academy and Town staff. In our research we discovered that many charter schools include a great number of ISDs in their transfer boundaries, e.g. North Hills has over 60; Arlington over 40; Honors over 100. Our present expansion would bring Westlake Academy's total to 31.

School districts that would be requested for inclusion in the transfer student boundaries are: HEB, Decatur, Paradise, Boyd, Weatherford, Krum, Ponder, Denton, Little Elm, Argyle, Frisco, Carrollton, Grand Prairie, Duncanville, Lake Dallas, Springtown, Azle, Coppell, Irving, Arlington, Fort Worth, Eagle Mountain-Saginaw, Highland Park, Garland, McKinney. These are in addition Birdville, Carroll, Grapevine-Colleyville, Keller, Lewisville and Northwest which are already approved districts.

Upon approval of this Resolution, the school will submit a Charter Expansion Amendment Application to the Texas Education Agency. The deadline for this application is February 1st, 2008.

WESTLAKE ACADEMY

RESOLUTION NO. 08-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY AUTHORIZING AN EXPANSION AMENDMENT TO THE WESTLAKE ACADEMY CHARTER TO INCREASE THE GEOGRAPHIC BOUNDARY FOR TRANSFER STUDENTS.

WHEREAS, the Board of Trustees desires to expand the geographic area from which it will accept student transfers; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1. That the Board of Trustees of Westlake Academy hereby adopts the Application for Charter Amendment attached hereto, Article VII, Section A Geographic Boundaries, Paragraph 2, to add the following school districts from which transfer students will be accepted: HEB, Decatur, Paradise, Boyd, Weatherford, Krum, Ponder, Denton, Little Elm, Argyle, Frisco, Carrollton, Grand Prairie, Duncanville, Lake Dallas, Springtown, Azle, Coppell, Irving, Arlington, Fort Worth, Eagle Mountain-Saginaw, Highland Park, Garland, McKinney.

SECTION 2. That this Resolution shall become effective upon the date of its passage but contingent upon approval by the TEA.

PASSED AND APPROVED ON THIS 14th DAY OF JANUARY, 2008.

Scott Bradley, President

ATTEST:

Kim Sutter, Secretary

Barbara Brizuela, Head of School

APPROVED AS TO FORM:

L. Stanton Lowry, School Attorney

Signature of Board of Trustees of Westlake Academy who approved the Charter Amendment Request to add the pre-mentioned school districts to Westlake Academy's geographic boundary for transfer students.

Board Members Voting in favor of Resolution 08-04:

Pete Steger

Kevin Maynard

Bob Timmerman

Don Redding

Attachment A

TEXAS EDUCATION AGENCY

1701 North Congress Ave * Austin, Texas 78701-1494 * 512/463-9734 * FAX: 512/463-9838 * http://www.tea.state.tx.us

Robert Scott
Commissioner

April 18, 2008

Barbara Brizuela
Westlake Academy Charter School
2600 Ottinger Rd
Westlake, TX 76262

Dear Ms. Brizuela:

The commissioner has approved the amendment request (047-08) to add the following school districts to the charter's geographic boundary from which transfer students will be accepted: Hurst-Euless-Bedford ISD, Decatur ISD, Paradise ISD, Boyd ISD, Weatherford ISD, Krum ISD, Ponder ISD, Denton ISD, Little Elm ISD, Argyle ISD, Frisco ISD, Carrollton-Farmers Branch ISD, Grand Prairie ISD, Duncanville ISD, Lake Dallas ISD, Springtown ISD, Azle ISD, Coppell ISD, Irving ISD, Arlington ISD, Fort Worth ISD, Eagle Mt-Saginaw ISD, Highland Park ISD, Garland ISD, and McKinney ISD effective June 1, 2008.

If you have any questions, please contact the Division of Charter School Administration at (512) 463-9575.

Sincerely,

Mary Perry

Mary Perry, Director
Charter School Administration

School Districts in the Approved Geographic Boundaries

ISD	Superintendant	Address	City	State	Zip Code	Main Telephone Number	USPS Delivery Confirmation Receipt #'s
Argyle ISD	Dr. Telena Wright	800 Eagle Drive	Argyle	Texas	76226	(940) 464-7241	03110820000164375067
Arlington ISD	Jerry McCullough	1203 W. Pioneer Pkwy	Arlington	Texas	76013	(682) 867-4611	03110820000164375074
Azle ISD	Dr. Ray Lea	300 Roe St	Azle	Texas	76020	(817) 444-3235	03110820000164375098
Birdville ISD	Darrell G. Brown, Ph.D.	6125 East Belknap Street	Haltom City	Texas	76117	(817) 547-5700	03110820000164375104
Carrollton-Farmers Branch ISD	Dr. Bobby C. Burns	1445 N. Perry Rd.	Carrollton	Texas	75006	(972) 968-6100	03110820000164375111
Coppell ISD	Dr. Jeff Turner	200 S. Denton Tap	Coppell	Texas	75019	(214) 496-6000	03110820000164375128
Decatur ISD	Robert Townsend	501 East Collins	Decatur	Texas	76234	(940) 393-7100	03110820000164375135
Denton ISD	Dr. Ray Braswell	1307 N. Locust	Denton	Texas	76201	(940) 369-0000	03110820000164375142
Duncanville ISD	Dr. Alfred L. Ray	802 South Main Street	Duncanville	Texas	75137	(972) 708-2000	03110820000164375159
Eagle Mountain-Saginaw ISD	Jim Chadwell Ed.D.	1200 Old Decatur Road	Fort Worth	Texas	76179	(817) 232-0880	03110820000164375166
Fort Worth ISD	Walter Dansby	100 N University Dr.	Forth Worth	Texas	76107	(817) 871-2000	03110820000164375173
Frisco ISD	Rick Reedy	5515 Ohio Dr.	Frisco	Texas	75035	(469) 633-6000	03110820000164375180
Garland ISD	Curtis Culwell, Ed.D.	501 S. Jupiter	Garland	Texas	75042	(972) 494-8201	03110820000164375197
Grand Prairie ISD	Dr. Susan Simpson	2602 South Belt Line Road	Grand Prarie	Texas	75052	(972) 264-6141	03110820000164375203
Grapevine-Colleyville ISD	Dr. Robin Ryan	3051 Ira E. Woods Avenue	Grapevine	Texas	76051	(817) 488-9588	03110820000164375210
Highland Park ISD	Dr. Dawson Orr	7015 Westchester Drive	Dallas	Texas	75205	(214) 780-3002	03110820000164375227
H-E-B ISD	Dr. Gene Buinger	1849 Central Dr.	Bedford	Texas	76022	(817) 283-4461	03110820000164375234
Irving ISD	Dana Bedden, Ed.D.	2621 West Airport Freeway	Irving	Texas	75062	(972) 600-5001	03110820000164375241
Keller ISD	James Veitenheimer	350 Keller Parkway	Keller	Texas	76248	(817) 744-1000	03110820000164375258
Krum ISD	Mike Davis	1200 Bobcat Blvd.	Krum	Texas	76249	(940) 482-6000	03110820000164375265
Lake Dallas ISD	Gayle Stinson	P.O. Box 548	Lake Dallas	Texas	75065	(940) 497-4039	03110820000164375272
Lewisville ISD	Dr. Stephen F. Waddell	1800 Timber Creek Road	Flower Mound	Texas	75028	(469) 713-5200	03110820000164375289
Little Elm ISD	Lynne Leuthard	PO Box 6000	Little Elm	Texas	75068	(972) 292-1847	03110820000164375296
McKinney ISD	Dr. J.D. Kennedy	One Duvall Street	McKinney	Texas	75069	(469) 742-4000	03110820000164375302
Northwest ISD	Karen G. Rue	2001 Texan Dr.	Justin	Texas	76247	(817) 215-0000	03110820000164375319
Paradise ISD	Monty Chapman	338 School House Road	Paradise	Texas	76073	(940) 969-2501	03110820000164375326
Ponder ISD	Bruce Yeager	400 West Bailey Street	Ponder	Texas	76259	(940) 479-8200	031108200001643753333
Southlake-Carroll ISD	David Faltys	3051 Dove Road	Grapevine	Texas	76051	(817) 949-8222	03110820000164375340
Springtown ISD	Mike Kelley	301 East 5th Street	Springtown	Texas	76082	(817) 220-7243	03110820000164375357
Weatherford ISD	Dr. Jeffrey Hanks	1100 Longhorn Drive	Weatherford	Texas	76086	(817) 598-2808	03110820000164375364

Charter Amendment Request Form - MAXIMUM ENROLLMENT INCREASE

Texas Education Agency •Division of Charter School Administration •Phone (512) 463-9575 •Fax (512) 463-9732

Westlake Academy — **Name of Charter School**

220-810 — **County-District Number**

Requested effective date: July 1 This should be July 1 unless specific circumstances warrant the request of a different date.

Current maximum enrollment 800 Requested maximum enrollment 1,450

If the amendment is approved, what sites will be impacted by the increase in enrollment?
Our single campus located in Westlake, Texas.

If the amendment is approved, what is the minimum number of instructional hours per day to be provided students at the sites impacted by the increase in enrollment? 7 hours

Maximum Enrollment Expansion Amendment Request Checklist

The following must be submitted **in the order listed below** with an expansion amendment request for an increase in maximum enrollment:

X 1. Charter Amendment Request Form – MAXIMUM ENROLLMENT INCREASE
(If multiple amendment requests are being made, include all request forms together.)

X 2. Charter holder board resolution - A written resolution adopted by the governing body of the charter holder and signed by the members voting in favor of amending the charter must be submitted. A quorum of the members must have voted in favor of amending the charter. Include printed names as well as signatures of the board members. The names should match information on the most recent Annual Governance Reporting Forms submitted to TEA. Otherwise, documentation explaining any differences must be included. The board resolution for a maximum enrollment increase must include a **special board resolution** that includes a statement that the board has considered a business plan containing the following elements:

- a statement discussing the need for an increase in the maximum enrollment;
- a statement discussing the current and projected financial condition of the charter holder and/or the charter school;
- an unaudited statement of financial position for the current fiscal year;
- an unaudited statement of activities for the current fiscal year;
- an unaudited statement of cash flows for the current fiscal year,
- a pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
- a statement or schedule that identifies the assumptions used to calculate the charter school's estimated Foundation School Program revenues;
- a statement discussing the use of debt instruments to finance part or all of the charter school's incremental costs;
- a statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment; and
- a statement discussing the incremental cost of additional on site personnel and identifying the additional number of full-time equivalents that will be employed.

The business plan must be submitted to TEA within five business days if **requested**.
(If multiple amendment requests are being made, include all board resolutions together.)

X 3. A list, **in alphabetical order**, of the school districts in the approved geographic boundary that may be impacted should the commissioner approve the amendment request

X 4. Evidence, **in alphabetical order by district**, that impact statements have been sent to each school district that may be affected by the expansion.

X 5. Compliance information as required 19 Texas Administrative Code §100.1035 to include the following:

- Documentation that indentifies a board member's substantial interest in a business entity or in real property that relates to any charter business;
- Documentation board members' abstentions from voting in cases of potential conflicts of interest;
- Documents, other than Annual Governance Reporting Forms, identifying family members within the third degree of consanguinity or affinity who serve as board members and/or employees and/or contractors of the charter holder or charter school; and
- Documentation that board members or employees whose criminal history checks revealed them ineligible to serve were removed from service as is required by Texas Education Code §12.120;

OR

- A signed statement attesting that within the last three years there have been no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board member or employee ineligible to serve.

As the CEO/superintendent of the charter school, I understand that an expansion amendment is not a right or entitlement and that in determining if a change in the contract for charter is appropriate, the commissioner of education will review and consider specific issues including, but not limited to, charter performance data (e.g., accountability ratings, FIRST ratings, accreditation statuses, and underlying data) and compliance. I also understand that prior to approving an expansion amendment request, staff in the following divisions and program areas will be consulted to determine if any potential problems or concerns exist with the charter holder or charter school: Performance Reporting, Charter School Administration, Child Nutrition, Financial Audits, Grants Administration, Legal Services, PEIMS Data Reporting, Program Monitoring and Interventions, NCLB and IDEA Programs, Student Assessment, Governance and Waivers, General Inquiries, and Complaints.

I further understand that incomplete submissions will not be processed and that there will be a delay in processing submissions that are not submitted in the correct order.

Signature of Charter School CEO/Superintendent

817-490 5720 — Phone Number

t.brymer@westlake-tx.org — Email Address

Thomas E. Brymer — Printed Name of Charter School CEO/Superintendent

01-23-2012 — Date

WESTLAKE ACADEMY

RESOLUTION NO. 12-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY APPROVING AN AMENDMENT TO INCREASE THE MAXIMUM STUDENT ENROLLMENT FOR WESTLAKE ACADEMY.

WHEREAS, the Board of Trustees of Westlake Academy desires to increase the maximum enrollment at Westlake Academy to 1,450 students; and

WHEREAS, the current charter granted to Westlake Academy by the State Board of Education limits the maximum enrollment to 800 students; and

WHEREAS, Title 19 Texas Administrative Code Section 100.1033 allows the terms of an open-enrollment charter to be revised with the consent of the charter holder by written amendment approved by the commissioner of education; and

WHEREAS, the Board of Trustees of Westlake Academy has reviewed and considered a business plan that includes the following components:

- a statement discussing the need for an increase in the maximum enrollment;
- a statement discussing the current and projected financial condition of the charter holder and/or the charter school;
- an unaudited statement of financial position for the current fiscal year;
- an unaudited statement of activities for the current fiscal year;
- an unaudited statement of cash flows for the current fiscal year;
- a pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
- a statement or schedule that identifies the assumptions used to calculate the charter school's estimated Foundation School Program revenues;
- a statement discussing the use of debt instruments to finance part or all of the charter school's incremental costs;
- a statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment; and
- a statement discussing the incremental cost of additional on site personnel and identifying the additional number of full-time equivalents that will be employed; and

WHEREAS, the Board of Trustees of Westlake Academy has determined that Westlake Academy meets all eligibility criteria for approval of an expansion amendment; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY, TEXAS:

SECTION 1: That all matters stated in the recitals above are hereby found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: The Board of Trustees of the Westlake Academy hereby approves an amendment to the Westlake Academy charter to increase maximum enrollment to 1,450 students, subject to approval by the Texas Commissioner of Education.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY, A CHARTER SCHOOL OF THE STATE OF TEXAS, ON THE 9th DAY OF JANUARY 2012.

Laura Wheat, President

ATTEST:

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

Janet S. Bubert, School Attorney

Statement of Impact
AMENDMENT

Westlake Academy	220-810
Charter School	County-District #

The charter school above plans to submit the following amendment or amendments to its open-enrollment charter for consideration by the commissioner of education:

☐ 1. Expand grade levels served

Currently approved grade levels: _____ Requested change: _____

☒ 2. Increase maximum enrollment

Currently approved maximum enrollment: 800 Requested change: 1,450

☐ 3. Add a campus

Proposed new address, if available: _____

If the campus address has not yet been secured, the school districts within the currently approved geographic boundary are listed here:

_____

☐ 4. Expand geographic boundary

The proposed new school districts/area to include are listed here:

_____

District Staff: Check the appropriate response below:

☐ The proposed change for the open-enrollment charter school **is not** expected to impact the school district to a significant degree.

☐ The proposed change for the open-enrollment charter school **is** expected to have a major impact on the school district in the following manner:

_____

_____	_____
District Name	County-District #
_____	_____
District Address	Phone Number
_____	_____
Signature of Board President	Signature of Superintendent
_____	_____
Print Board President's Name	Print Superintendent's Name

_____

Date Received by District



Westlake Academy

January 11, 2012

Argyle ISD
Dr. Telena Wright
800 Eagle Drive
Argyle, Texas 76226

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

As part of the amendment process, charter schools are required to notify any districts that are likely to be affected by the change. The enclosed Statement of Impact form indicates the type of amendment request being made.

Specifically, Texas Education Agency guidelines require that the Statement of Impact form be sent to each district that may be affected. Information is requested if the proposed change may adversely impact a district financially or if the proposed change may impact the student enrollment of a district in a manner that impairs the district's ability to comply with a court order. The enclosed form may be completed by any district that may be affected, signed by the district's board president and superintendent, and returned to the Texas Education Agency, Charter Schools Division, 1701 North Congress Avenue, Austin, Texas 78701-1494.

Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org

Westlake Academy

January 11, 2012

Arlington ISD
Jerry McCullough
1203 W. Pioneer Pkwy
Arlington, Texas 76013

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Azle ISD
Dr. Ray Lea
300 Roe St
Azle, Texas 76020

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Birdville ISD
Darrell G. Brown, Ph.D.
6125 East Belknap Street
Haltom City, Texas 76117

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Carrollton-Farmers Branch ISD
Dr. Bobby C. Burns
1445 N. Perry Rd.
Carrollton, Texas 75006

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Coppell ISD
Dr. Jeff Turner
200 S. Denton Tap
Coppell, Texas 75019

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Decatur ISD
Robert Townsend
501 East Collins
Decatur, Texas 76234

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Denton ISD
Dr. Ray Braswell
1307 N. Locust
Denton, Texas 76201

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. West

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Duncanville ISD
Dr. Alfred L. Ray
802 South Main Street
Duncanville, Texas 75137

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org



Westlake Academy

January 11, 2012

Eagle Mountain-Saginaw ISD
Jim Chadwell Ed.D.
1200 Old Decatur Road
Fort Worth, Texas 76179

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road • Westlake, Texas 76262
Metro: 817-490-5757 • Fax: 817-490-5758 • www.westlakeacademy.org



Westlake Academy

January 11, 2012

Fort Worth ISD
Walter Dansby
100 N University Dr.
Forth Worth, Texas 76107

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

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2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org

Westlake Academy

January 11, 2012

Frisco ISD
Rick Reedy
5515 Ohio Dr.
Frisco, Texas 75035

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
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Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Garland ISD
Curtis Culwell, Ed.D.
501 S. Jupiter
Garland, Texas 75042

Dear Superintendent and President of the Board of Trustees:

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Westlake Academy Charter School
CD# - 220-810
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Sincerely,

Lauren L. Wheet

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Grand Prairie ISD
Dr. Susan Simpson
2602 South Belt Line Road
Grand Prarie, Texas 75052

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org

Westlake Academy

January 11, 2012

Grapevine-Colleyville ISD
Dr. Robin Ryan
3051 Ira E. Woods Avenue
Grapevine, Texas 76051

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
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Sincerely,

Lauren L. Wheet

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Highland Park ISD
Dr. Dawson Orr
7015 Westchester Drive
Dallas, Texas 75205

Dear Superintendent and President of the Board of Trustees:

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Sincerely,

Laura L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

H-E-B ISD
Dr. Gene Buinger
1849 Central Dr.
Bedford, Texas 76022

Dear Superintendent and President of the Board of Trustees:

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Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Irving ISD
Dana Bedden, Ed.D.
2621 West Airport Freeway
Irving, Texas 75062

Dear Superintendent and President of the Board of Trustees:

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Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Keller ISD
Veitenheimer, James
350 Keller Parkway
Keller, Texas 76248

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
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Sincerely,

Lauren L. Wheat

Chair of the Charter Holder Governing Body

Westlake Academy

January 11, 2012

Krum ISD
Mike Davis
1200 Bobcat Blvd.
Krum, Texas 76249

Dear Superintendent and President of the Board of Trustees:

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Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Lake Dallas ISD
Gayle Stinson
P.O. Box 548
Lake Dallas, Texas 75065

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

As part of the amendment process, charter schools are required to notify any districts that are likely to be affected by the change. The enclosed Statement of Impact form indicates the type of amendment request being made.

Specifically, Texas Education Agency guidelines require that the Statement of Impact form be sent to each district that may be affected. Information is requested if the proposed change may adversely impact a district financially or if the proposed change may impact the student enrollment of a district in a manner that impairs the district's ability to comply with a court order. The enclosed form may be completed by any district that may be affected, signed by the district's board president and superintendent, and returned to the Texas Education Agency, Charter Schools Division, 1701 North Congress Avenue, Austin, Texas 78701-1494.

Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org

Westlake Academy

January 11, 2012

Lewisville ISD
Dr. Stephen F. Waddell
1800 Timber Creek Road
Flower Mound, Texas 75028

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

As part of the amendment process, charter schools are required to notify any districts that are likely to be affected by the change. The enclosed Statement of Impact form indicates the type of amendment request being made.

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Sincerely,

Laura L. West

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Little Elm ISD
Lynne Leuthard
PO Box 6000
Little Elm, Texas 75068

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org



Westlake Academy

January 11, 2012

McKinney ISD
Dr. J.D. Kennedy
One Duvall Street
McKinney, Texas 75069

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

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2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org



Westlake Academy

January 11, 2012

Northwest ISD
Karen G. Rue
2001 Texan Dr.
Justin, Texas 76247

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

2600 JT Ottinger Road • Westlake, Texas 76262
Metro: 817-490-5757 • Fax: 817-490-5758 • www.westlakeacademy.org

Westlake Academy

January 11, 2012

Paradise ISD
Monty Chapman
338 School House Road
Paradise, Texas 76073

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Ponder ISD
Bruce Yeager
400 West Bailey Street
Ponder, Texas 76259

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

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2600 JT Ottinger Road • Westlake, Texas 76262
Metro: 817-490-5757 • Fax: 817-490-5758 • www.westlakeacademy.org

Westlake Academy

January 11, 2012

Southlake-Carroll ISD
David Faltys
3051 Dove Road
Grapevine, Texas 76051

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Sincerely,

Lauren L. West

Chair of the Charter Holder Governing Body



Westlake Academy

January 11, 2012

Springtown ISD
Mike Kelley
301 East 5th Street
Springtown, Texas 76082

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

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CD# - 220-810
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Sincerely,

Laura L. Wheat

Chair of the Charter Holder Governing Body

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Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org



Westlake Academy

January 11, 2012

Weatherford ISD
Dr. Jeffrey Hanks
1100 Longhorn Drive
Weatherford, Texas 76086

Dear Superintendent and President of the Board of Trustees:

This is to inform you that the following charter school intends to submit an amendment request to the commissioner of education:

Westlake Academy Charter School
CD# - 220-810
2600 JT Ottinger Road, Westlake, Texas 76262

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Please review the enclosed form and notify the Texas Education Agency if your district will be impacted by the request.

Sincerely,

Lauren L. Wheat

Chair of the Charter Holder Governing Body

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Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org



Westlake Academy

2600 JT Ottinger Road ◆ Westlake, Texas 76262
Metro: 817-490-5757 ◆ Fax: 817-490-5758 ◆ www.westlakeacademy.org

ISD	Superintendant	Address	City
Argyle ISD	Dr. Telena Wright	800 Eagle Drive	Argyle
Arlington ISD	Jerry McCullough	1203 W. Pioneer Pkwy	Arlington
Azle ISD	Dr. Ray Lea	300 Roe St	Azle
Birdville ISD	Darrell G. Brown, Ph.D.	6125 East Belknap Street	Haltom City
Carrollton-Farmers Branch ISD	Dr. Bobby C. Burns	1445 N. Perry Rd.	Carrollton
Coppell ISD	Dr. Jeff Turner	200 S. Denton Tap	Coppell
Decatur ISD	Robert Townsend	501 East Collins	Decatur
Denton ISD	Dr. Ray Braswell	1307 N. Locust	Denton
Duncanville ISD	Dr. Alfred L. Ray	802 South Main Street	Duncanville
Eagle Mountain-Saginaw ISD	Jim Chadwell Ed.D.	1200 Old Decatur Road	Fort Worth
Fort Worth ISD	Walter Dansby	100 N University Dr.	Forth Worth
Frisco ISD	Rick Reedy	5515 Ohio Dr.	Frisco
Garland ISD	Curtis Culwell, Ed.D.	501 S. Jupiter	Garland
Grand Prairie ISD	Dr. Susan Simpson	2602 South Belt Line Road	Grand Prarie
Grapevine-Colleyville ISD	Dr. Robin Ryan	3051 Ira E. Woods Avenue	Grapevine
Highland Park ISD	Dr. Dawson Orr	7015 Westchester Drive	Dallas
H-E-B ISD	Dr. Gene Buinger	1849 Central Dr.	Bedford
Irving ISD	Dana Bedden, Ed.D.	2621 West Airport Freeway	Irving
Keller ISD	James Veitenheimer	350 Keller Parkway	Keller
Krum ISD	Mike Davis	1200 Bobcat Blvd.	Krum
Lake Dallas ISD	Gayle Stinson	P.O. Box 548	Lake Dallas
Lewisville ISD	Dr. Stephen F. Waddell	1800 Timber Creek Road	Flower Mound
Little Elm ISD	Lynne Leuthard	PO Box 6000	Little Elm
McKinney ISD	Dr. J.D. Kennedy	One Duvall Street	McKinney
Northwest ISD	Karen G. Rue	2001 Texan Dr.	Justin
Paradise ISD	Monty Chapman	338 School House Road	Paradise
Ponder ISD	Bruce Yeager	400 West Bailey Street	Ponder
Southlake-Carroll ISD	David Faltys	3051 Dove Road	Grapevine
Springtown ISD	Mike Kelley	301 East 5th Street	Springtown
Weatherford ISD	Dr. Jeffrey Hanks	1100 Longhorn Drive	Weatherford

State	Zip Code	Main Telephone #
Texas	76226	940-464-7241
Texas	76013	682-867-4611
Texas	76020	817-444-3235
Texas	76117	817-547-5700
Texas	75006	972-968-6100
Texas	75019	214-496-6000
Texas	76234	940-393-7100
Texas	76201	940-369-0000
Texas	75137	972-708-2000
Texas	76179	817-232-0880
Texas	76107	817-871-2000
Texas	75035	469-633-6000
Texas	75042	(972) 494-8201
Texas	75052	972.264.6141
Texas	76051	817-488-9588
Texas	75205	(214) 780-3002
Texas	76022	817.283.4461
Texas	75062	972-600-5001
Texas	76248	817.744.1000
Texas	76249	940-482-6000
Texas	75065	(940) 497-4039
Texas	75028	(469) 713-5200
Texas	75068	972-292-1847
Texas	75069	469.742.4000
Texas	76247	817-215-0000
Texas	76073	940-969-2501
Texas	76259	940-479-8200
Texas	76051	817-949-8222
Texas	76082	817-220-7243
Texas	76086	817-598-2808

Westlake Academy

January 13, 2012

Texas Education Agency
Charter Schools Division
1701 North Congress Avenue
Austin, Texas 78701-1494

Commissioner Scott:

We have one instance of a secondary principal who is within the first degree of affinity with a primary school teacher. Otherwise, please accept this letter as a statement attesting that, within the last three years, the Westlake Academy Board of Trustees has had no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board member or employee ineligible to serve.

Sincerely,

Laura Wheat

Chair of the Charter Holder Governing Body

Superintendent

State of Texas
County of Tarrant

Before me, Laura Wheat & Thomas Brymer, on this day personally appeared _____, known to me (or proved to me on the oath of _____ or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 23rd day of January, (year). 2012

KELLY EDWARDS
MY COMMISSION EXPIRES
February 3, 2014

(Personalized Seal)

Notary Public's Signature

2600 JT Ottinger Road • Westlake, Texas 76262
Metro: 817-490-5757 • Fax: 817-490-5758 • www.westlakeacademy.org

TEXAS EDUCATION AGENCY
1701 North Congress Ave. • Austin, Texas 78701-1494 • 512-463-9734 • 512-463-9838 FAX • www.tea.state.tx.us
Robert Scott
Commissioner

CDN: 220-810

June 5, 2012

Mr. Thomas E. Brymer
Westlake Academy Charter School
2600 Ottinger Road
Westlake, Texas 76262

Dear Mr. Brymer:

The commissioner has approved the following amendment request:

- (008-12/1) WESTLAKE ACADEMY CHARTER SCHOOL to increase the maximum enrollment from 800 to 1,450, effective July 1, 2012.

If you have any questions, contact Nina G. Gonzalez in the Division of Charter School Administration by phone at (512) 463-9575 or by email at nina.gonzalez@tea.state.tx.us.

Sincerely,

Mary Perry, Director
Charter School Administration

Texas Education Agency

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

Michael Williams
Commissioner

December 1, 2015

Mrs. Laura Wheat, Board Chair
TOWN OF WESTLAKE
3 Village Circle Suite 202
Westlake, TX 76262

RE: WESTLAKE ACADEMY CHARTER SCHOOL (220810)
2015 Open-Enrollment Charter Renewal Notice - Discretionary

Dear Mrs. Wheat:

The Division of Charter School Administration is contacting you in regards to WESTLAKE ACADEMY CHARTER SCHOOL charter contract renewal. The renewal of a charter is a matter of consideration taken up by the commissioner of education at the end of a charter term. Charters are granted initially for a five-year term. At the end of the initial five-year term and every ten-year renewal term thereafter, charters are required to submit a renewal petition. Subsequent terms of a charter renewal are for a period of ten years from the original renewal date. If approved, this charter renewal will expire on July 31, 2026.

Texas Education Code (TEC) §12.1141 provides three distinct designations for the consideration of the renewal of a charter. After the review of student performance data, financial performance data, and other criteria relating to the operation of the charter, the agency shall assign the renewal designation of the charter to reflect one of the following: expedited consideration, discretionary consideration, or mandatory expiration of a charter.

The purpose of this letter is to notify you of your current charter contract expiration date of July 31, 2016 and the charter's **discretionary renewal designation**. Enclosed please find the spring 2016 Open-Enrollment Charter Renewal Petition and associated resources. A coversheet, entitled OPEN-ENROLLMENT CHARTER PETITION COVERSHEET (Attachment A), is to be used as the petition coversheet as instructed in Section I of the petition. Completed petitions must be received by the agency no later than **Tuesday, January 5, 2016**.

To complete the petition, please type your answers in the corresponding fields and print the petition for signature and mailing to the Texas Education Agency. Specific instructions for completing the petition can be found on Page 5 of the document.

Before a discretionary renewal decision can be issued by the commissioner of education, the petition must receive clearance from the following areas of the agency: Charter School Administration, Child Nutrition, Complaints, Educator Standards and Certification, Enforcement

Coordination and Governance, Financial Accountability and Reporting, General Inquiries, Grants Administration, Legal Services, NCLB and IDEA Programs, PEIMS Data Reporting, Performance

Reporting, Program Monitoring and Interventions, and Student Assessment. The charter must also have a status of Accredited as defined in 19 Texas Administrative Code (TAC) §97.1055.

Provided the charter holder submits its renewal petition by **Tuesday, January 5, 2016**, charters qualifying for the discretionary renewal process will be notified of their status by April 4, 2016. The accountability data used to determine that the charter meets the discretionary criteria is enclosed (Attachment B).

If you disagree with the renewal designation under which you will be renewed, you may request a designation assessment by sending a written request to:

Brandon Spenrath, Program Specialist
Charter School Administration
Texas Education Agency
1701 North Congress Ave.
Austin, Texas 78701
Fax (512) 936-9281
brandon.spenrath@tea.texas.gov

The agency must receive your request for a designation assessment no later than **Tuesday, December 8, 2015** in which you must identify the designation change you are requesting, the reasons for your request, and the documentation to support your request. Approved renewal designation changes will be communicated on or before December 22, 2015. If your request for designation assessment is not received before the deadline, the agency will proceed with the discretionary determination of your 2016 Open-Enrollment Charter Renewal Petition without further review.

If you have questions regarding the renewal petition process, please contact the Division of Charter School Administration at (512) 463-9575.

Sincerely,

Heather Mauzé

Heather Mauzé, Director
Division of Charter School Administration

cc: Mr. Brymer, Superintendent

Enclosures

Attachment A
Attachment B

Texas Education Agency

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

Michael Williams
Commissioner

December 1, 2015

Mrs. Laura Wheat
TOWN OF WESTLAKE
3 Village Circle Suite 202
Westlake, TX 76262

Mrs. Wheat:

I emailed the enclosed 2016 Open-Enrollment Charter Renewal notification letter to you and Mr. Brymer on Tuesday, December 1, 2015. This hardcopy is for your records.

In addition, the 2016 renewal petition, petition coversheet, and respective accountability data used to determine your renewal designation (expedited, discretionary, or mandatory expiration) were included in the email. These documents are not being mailed to you in hardcopy but are available electronically should you need them.

If you did not receive the aforementioned email, please call or email me using the contact information below so that I may forward the appropriate documents to you for completion by the petition due date of January 5, 2016.

Sincerely,

Brandon Spenrath

Brandon Spenrath
Brandon.Spenrath@tea.texas.gov
512.463.4047

OPEN-ENROLLMENT CHARTER RENEWAL

Contract end date: July 31, 2016

Petition due date: January 5, 2016

Texas Education Agency

Table of Contents

Explanation of Renewal Process 4

Application Instructions 5

Selected Definitions 6

Application Sections:

Section I. Coversheet (Attachment A) 7
This is a printout of current charter holder information from the TEA Division of Charter School Administration database, the CSTS, and must be attached as the application coversheet (Attachment A).

Section II. Contact Information 8
Requires the charter holder to provide the current contact information for the superintendent, the charter holder board chair, and the person who prepared the application.

Section III. Website Postings 9
Requires the charter holder to provide the homepage web address where the names of the members of the governing body are listed; the web address where the superintendent's salary is posted; and web address where the charter financial statements are continuously posted as required by Local Government Code §140.006.

Section IV. Organizational Charts 10
Requires the charter holder to provide the organizational chart of the charter school as well as a chart showing other entities and programs managed by the charter holder. This section requires the submission of attachments 1 and 2.

Section V. Admission Policy 11
Requires the charter holder to provide details concerning the charter school's admission policy and practices. In addition, this section requires the submission of attachments 3, 4, and 5.

Section VI. Special Education Assurances 14
Requires the charter holder to certify that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education rules, and commissioner rules related to students with disabilities, and further assures that any future amendments to the regulations, laws, and rules will be incorporated and implemented. This section must be signed by the charter holder board chair.

Section VII. Serving Students at Residential Facilities Assurances 15
This section is required only when the charter educates students at a residential facility. Requires the charter holder to certify that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education rules, and commissioner rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented. If required, this section must be signed by the charter holder board chair.

Section VIII. Bilingual/ESL, Section 504, and Dyslexia Assurances 17
Requires the charter holder to certify that it has policies and procedures in place ensuring that it complies with the legal and regulatory requirements concerning identifying and providing appropriate education services to limited English proficient students, students protected by Section 504 of the Rehabilitation Act of 1973, and students with dyslexia or related disorders. This section must be completed and signed by the charter holder board chair.

Table of Contents

Section IX. Fingerprinting and Criminal Record Check Assurance 18
Requires the charter holder to certify that it is in compliance with TEC §12.120, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC §37.007(a); or an offense listed in Article 62.001(5) Code of Criminal Procedures; unless the individual is eligible to be employed in a position in a school district under TEC §12.120 (a-1).

Section X. Certificate of Acknowledgement..... 19
Requires at least a majority of the governing body of the charter holder to certify that it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of the renewal of the charter.

Texas Education Agency Contact Information 20

Renewal Process Flowchart..... 21

Attachments Required of Applicant:

Charter School Organizational Chart (Attachment 1)

Charter Holder Organizational Chart (Attachment 2)

Admission Policy (Attachment 3)

Admission Application (Attachment 4)

Enrollment Form (Attachment 5)

Explanation of Renewal Process

19 Texas Administrative Code (TAC) §100.1031 contains additional information about charter renewal.

The renewal process is separate from the charter amendment process. Significant changes from the original charter should not be made in the renewal application unless a charter amendment has been previously approved.

As authorized in *Texas Education Code (TEC) §12.1141*, the commissioner's procedures for renewal must include three distinct processes: expedited renewal, discretionary renewal, and expiration.

Definitions of the three renewal processes:

EXPEDITED (30 days)

If in the preceding 3 years:

- Highest or second highest academic performance rating
- Satisfactory or higher financial rating; and
- No campus has been assigned the lowest rating or such a campus has been closed

DISCRETIONARY (90 days)

Consideration among others of:

- Academic Ratings 2010-2011, ~~2011-2012~~, 2012-2013, 2013-2013, 2014-2015 (no ratings issued in 2011-2012)
- Financial Ratings 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015
- Performance Framework (*TEC §12.1181*)



EXPIRATION (90 days)

If for any 3 of the 5 preceding school years:

- Lowest academic performance rating
- Lower than satisfactory financial rating
- The charter was assigned any combination of ratings, or
- A campus has been assigned the lowest performance rating for the 3 preceding school years and has not been closed

The due date for charters to submit the completed renewal application to the Texas Education Agency (TEA) is **Tuesday, January 5, 2016**.

You may request an assessment of the renewal designation ascribed to your charter above (indicated with check mark) by sending a written request to:

Brandon Spenrath, Program Specialist
Charter School Administration | Texas Education Agency
1701 North Congress Ave.
Austin, Texas 78701
Fax (512) 936-9281
brandon.spenrath@tea.texas.gov

The request must be received no later than **Tuesday, December 8, 2015**. Your request must identify what designation you are requesting, the reasons for your request, and documentation to support your request. If we do not receive your request before the deadline, final action will be taken without further review.

Application Instructions

The renewal application contains ten sections to be completed electronically, printed into hardcopy form for required signatures and dates, and submitted on or before the due date to the Division of Charter School Administration.

1. **Deadline:** The completed application must be returned by mail to the Division of Charter School Administration by:

   Tuesday, January 5, 2016

2. **Typing Requirement:** All of the responses to the application sections, with the *exception* of signatures and dates of signatures, must be typed.

3. **Printing Requirement:** The application must be printed on one-sided 8 1/2" x 11" white paper.

4. **Signature Requirement:** Where signatures and dates of signatures are required, they must be in **blue** ink.

5. **Submission of Original Document and One Copy:** The completed and unbound (rubber bands or clips are acceptable) original renewal application, including fillable forms and attachments, **and one additional copy** must be submitted as follows:

Texas Education Agency
Division of Charter School Administration
1701 North Congress Avenue
Austin, Texas 78701

Selected Definitions

Please review *TEC §12.1012* and *19 TAC §100.1001* for definitions of terms which are available at the education laws and rules page. Listed below are selected terms and definitions:

- ***Charter holder*** - the entity to which a charter is granted under *TEC, Chapter 12*
- ***Charter school*** - a Texas public school operated by a charter holder under an open-enrollment charter granted by the commissioner pursuant to *TEC, §12.101*
- ***Governing body of a charter holder*** - the board of directors, board of trustees, or other governing body of a charter holder
- ***Governing body of a charter school*** - the board of directors, board of trustees, or other governing body of an open-enrollment charter school; the term includes the governing body of a charter holder if that body acts as the governing body of the open-enrollment charter school
- ***Management company*** - a person or entity, other than a charter holder, that provides management services for an open-enrollment charter school
- ***Officer of a charter school*** - the principal, director, or other chief operating officer of an open-enrollment charter school; an assistant principal or assistant director of an open-enrollment charter school; or a person charged with managing the finances of an open-enrollment charter school
- ***Board chair or chairperson*** - generally the board president or presiding officer of the governing board

SECTION I: Coversheet

ATTACHMENT A: OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL

Emailed to you was a document entitled ATTACHMENT A_RENEWAL COVERSHEET which will serve as the coversheet when the application is completed and submitted. It includes current information (based on October 2015 snapshot data) in the Charter School Tracking System. Verify the accuracy of the information on the coversheet and, if updates to the information are needed, create a separate sheet detailing your corrections and label the sheet "Update to Data Provided by TEA", and include it in the renewal packet immediately following the preprinted coversheet.

The coversheet and corrections document (if applicable) should be printed and included in the application just before page 8 when submitting.

SAMPLE COVERSHEET

ATTACHMENT A

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL COVERSHEET

Current Information in Charter School Tracking System

Charter Holder Name:	Best Charter School, Inc.
Charter School Name:	Best Academy
Charter School County/District #:	123-845
Generation:	01
Maximum Approved Enrollment:	1000
Grades Approved:	PK3,PK4,K,1,2,3,4,5,6,7,8,9,10,11,12

Campuses:

123845001
Best Academy
1234 SCHOOL RD
SMALLTOWN, TX 12345

Grade Levels Currently Served:
PK4,K,1,2,3,4,5,6,7,8,9,10,11,12

Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

AUSTIN ISD	FERRIS ISD	LANCASTER ISD	ROCKWALL ISD
AVALON ISD	FORNEY ISD	MABANK ISD	ROYSE CITY ISD
CARROLLTON-FARMERS BRANCH ISD	GARLAND ISD	MAYPEARL ISD	SCURRY-ROSSER ISD
CEDAR HILL ISD	GRAND PRAIRIE ISD	MIDLOTHIAN ISD	SUNNYVALE ISD
COPPELL ISD	IRVING ISD	MILFORD ISD	TERRELL ISD
DALLAS ISD	ITALY ISD	PALMER ISD	WAXAHACHIE ISD
DUNCANVILLE ISD	KAUFMAN ISD	QUINLAN ISD	WYLIE ISD
ENNIS ISD	KENNEDALE ISD	PLANO ISD	

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL PETITION

Section I. Current Information in Charter School Tracking System

Charter Holder Name: TOWN OF WESTLAKE

Charter School Name: WESTLAKE ACADEMY CHARTER SCHOOL

Mission/Vision: The Westlake Academy will provide a rigorous curriculum that is international in scope with high expectations by sharing the responsibility of educational development between teachers, parents, community, and students. This will be achieved by providing an innovative approach to education that focuses on each student's needs to develop a thirst for knowledge, produce positive esteem, encourage good citizenship and maximize their individual potential. This will prepare students for a rapidly changing environment that is global in scope.

Charter School County/District #: 220-810

Generation: 07

Maximum Approved Enrollment: 1,450

Grades Approved: K,1,2,3,4,5,6,7,8,9,10,11,12

Campuses/Additional Sites: 1/1

220810001 **WESTLAKE ACADEMY** 2600 J T OTTINGER RD WESTLAKE, TX 76262 Grade Levels Currently Served: KG,01,02,03,04,05,06,07,08,09,10,11,12
220810001-**Site 2** WESTLAKE ACADEMY 828 Harwood Rd Hurst, TX 76054 Grade Levels Currently Served: KG,01,02,03,04,05,06,07,08,09,10,11,12

Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

ARLINGTON ISD
AZLE ISD
BIRDVILLE ISD
BOYD ISD
CARROLL ISD
CARROLLTON-FARMERS BRANCH ISD
COPPELL ISD
DECATUR ISD
DENTON ISD
DUNCANVILLE ISD
EAGLE MT-SAGINAW ISD
FORT WORTH ISD
FRISCO ISD
GARLAND ISD
GRAND PRAIRIE ISD
HURST-EULESS-BEDFORD ISD
IRVING ISD
KELLER ISD
KRUM ISD
LAKE DALLAS ISD
LEWISVILLE ISD
LITTLE ELM ISD
MCKINNEY ISD
NORTHWEST ISD
PARADISE ISD
PONDER ISD
SPRINGTOWN ISD
WEATHERFORD ISD

Attachment A

Update to Data Provided by TEA

Update #1 –
Westlake Academy no longer holds any school related business or activities at "Site 2" (828 Harwood Road Hurst, TX 76054). Please update our campuses/additional sites to indicate this change.

Update #2 –
Per communication with the Commissioner of Education on April 18, 2008, Westlake Academy's geographical boundary changed to also include Argyle ISD and Highland Park ISD. Additionally, Grapevine-Colleyville ISD was listed in our original charter but is not listed on the cover sheet.

Attachment A

TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

August 7, 2007

Waiver ID# 24507

approved boundary change / waiver #1

Ms. Barbara Brizuela, Head of School
Westlake Academy
2600 Ottinger Road
Westlake, Texas 76262

Dear Ms. Brizuela:

I received your correspondence dated June 25, 2007, pertaining to the denial of your waiver request. After careful review of this individual case, I would like to inform you that your request for a waiver has been granted. In addition, your request to change your geographic boundaries to include only the school districts of Birdville, Carroll, Grapevine-Colleyville, Keller, Lewisville, and Northwest has also been granted by the Chief Deputy Commissioner. This amendment is effective August 15, 2007.

Sincerely,

Adrain Johnson, Ed.D.
Associate Commissioner

Cc: Robert Scott
Judith De la Garza
Mary Perry
Jim Davis

WESTLAKE ACADEMY

RESOLUTION NO. 08-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY AUTHORIZING AN EXPANSION AMENDMENT TO THE WESTLAKE ACADEMY CHARTER TO INCREASE THE GEOGRAPHIC BOUNDARY FOR TRANSFER STUDENTS.

WHEREAS, the Board of Trustees desires to expand the geographic area from which it will accept student transfers: and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1. That the Board of Trustees of Westlake Academy hereby adopts the Application for Charter Amendment attached hereto. Article VII. Section A Geographic Boundaries. Paragraph 2. to add the following school districts from which transfer students will be accepted: HEB, Decatur. Paradise. Boyd. Weatherford. Krum. Ponder. Denton, Little Elm. Argyle. Frisco. Carrollton. Grand Prairie. Duncanville. Lake Dallas. Springtown, Azle, Coppell. Irving. Arlington. Fort Worth. Eagle Mountain-Saginaw. Highland Park. Garland. McKinney.

SECTION 2. That this Resolution shall become effective upon the date of its passage but contingent upon approval by the TEA.

PASSED AND APPROVED ON THIS 14th DAY OF JANUARY, 2008.

Scott Bradley, President

ATTEST:

Kim Sutter, Secretary

Barbara Brizuela, Head of School

APPROVED AS TO FORM:

L. Stanton Lowry, School Attorney

Westlake Academy Charter Amendment Request

Current Charter (with approved revision dated August 15, 2007) reads:

Section I Cover Page
Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

Birdville ISD
Carroll ISD
Grapevine-Colleyville ISD
Keller ISD
Lewisville ISD
Northwest ISD

Requested amendment would read:

Geographical Boundary:
The original charter application and amendment history reflects that the following district(s) comprise the charter school's geographic boundary:

Argyle ISD
Arlington ISD
Azle ISD
Birdville ISD
Boyd ISD
Carroll ISD
Carrollton ISD
Coppell ISD
Decatur ISD
Denton ISD
Duncanville ISD
Eagle Mountain-Saginaw ISD
Fort Worth ISD
Frisco ISD
Garland ISD
Grand Prairie ISD
Grapevine-Colleyville ISD
HEB ISD
Highland Park ISD
Irving ISD
Keller ISD
Krum ISD
Lake Dallas ISD
Lewisville ISD
Little Elm ISD
McKinney ISD
Northwest ISD
Paradise ISD
Ponder ISD
Springtown ISD
Weatherford ISD

Attachment A

TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ http://www.tea.state.tx.us

Robert Scott
Commissioner

April 18, 2008

Barbara Brizuela
Westlake Academy Charter School
2600 Ottinger Rd
Westlake, TX 76262

Dear Ms. Brizuela:

The commissioner has approved the amendment request (047-08) to add the following school districts to the charter's geographic boundary from which transfer students will be accepted: Hurst-Euless-Bedford ISD, Decatur ISD, Paradise ISD, Boyd ISD, Weatherford ISD, Krum ISD, Ponder ISD, Denton ISD, Little Elm ISD, Argyle ISD, Frisco ISD, Carrollton-Farmers Branch ISD, Grand Prairie ISD, Duncanville ISD, Lake Dallas ISD, Springtown ISD, Azle ISD, Coppell ISD, Irving ISD, Arlington ISD, Fort Worth ISD, Eagle Mt-Saginaw ISD, Highland Park ISD, Garland ISD, and McKinney ISD effective June 1, 2008.

If you have any questions, please contact the Division of Charter School Administration at (512) 463-9575.

Sincerely,

Mary Perry

Mary Perry, Director
Charter School Administration

SECTION II: Contact Information

The persons listed below will be contacted by agency staff if there are issues to be resolved in any of the renewal application sections. Note that any contact information, including email addresses, provided with the renewal application will be public information.

Superintendent's Name:	Thomas Brymer
Telephone Number:	817-430-0941 ext 5720
Fax Number:	817-430-1812
E-mail Address:	TBrymer@westlake-tx.org

Board Chair's Name:	Laura Wheat
Telephone Number:	817-430-0941
Fax Number:	817-430-1812
E-mail Address:	LWheat@westlake-tx.org

Contact Name:	Jennifer Furnish
Telephone Number:	817-490-5762
Fax Number:	817-490-5758
E-mail Address:	JFurnish@westlakeacademy.org

Web Address:	http://www.westlakeacademy.org/

SECTION III: Website Postings

In accordance with the requirements of *TEC §12.1211*, an open-enrollment charter school shall list the names of the members of the governing body on the home page of the school's internet website. Provide the **exact** internet URL address where the names of the members of the governing body are listed.

http://www.westlakeacademy.org/apps/pages/index.jsp?uREC_ID=316120&type=d&pREC_ID=867350

In accordance with the requirements of *TEC §12.136*, an open-enrollment charter school shall post the salary of the school's superintendent or CEO on the school's internet website. Provide the **exact** internet URL address where the superintendent's salary is posted.

Please see Attachment B - directly behind this page

In accordance with *Local Government Code §140.006*, an open-enrollment charter school shall post continuously on the school's internet website the annual financials of the school. Provide the **exact** internet URL address where the annual financial statements of the charter school are continuously posted.

http://www.westlakeacademy.org/apps/pages/index.jsp?type=d&uREC_ID=316120&pREC_ID=868106

Attachment C

December 9, 2015

Question regarding - TEC subsection 12.136

Jennifer Furnish, Student Services Administrator for Westlake Academy, spoke with Mr. Brandon Spenrath regarding the posting of the Superintendent's salary. The superintendent for the Academy does not receive any monetary compensation for his duties in this position. The Charter is held by the Town of Westlake and in his capacity as the Town Manager, he also serves as the superintendent for the school. Per the conversation with Mr. Spenrath, he advised that we would not need to post the superintendent's salary on the website as long as none of his compensation is paid via state funding and his compensation is not dependent on his duties as the superintendent, but rather his duties as the Town Manager.

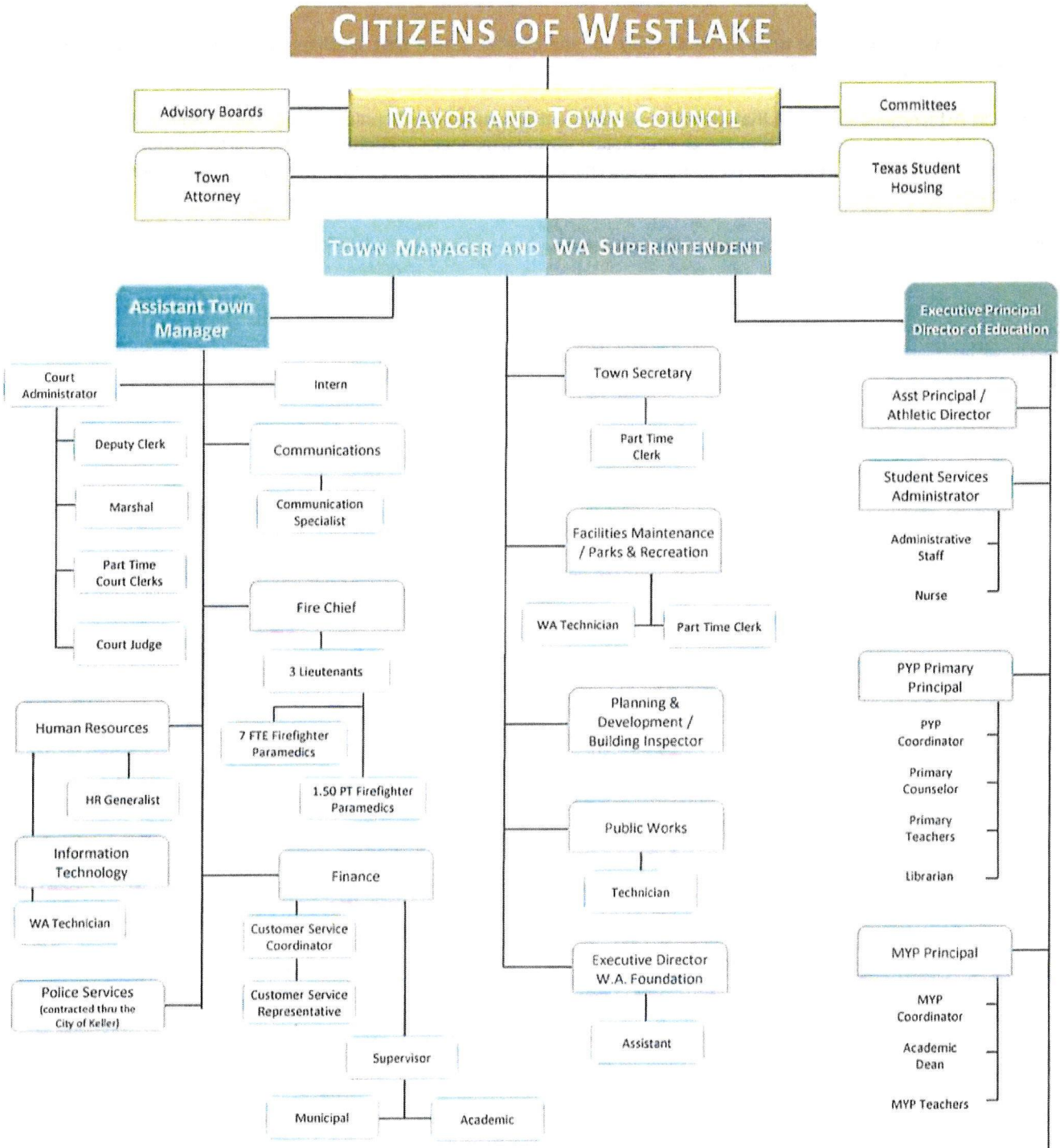
SECTION IV: Organizational Charts

Submit, as **Attachment 1**, the organizational chart for the charter school that specifies the administrative positions including the title and name of the individual currently in each position.

Submit, as **Attachment 2**, a chart that identifies all other entities under the direction of the charter holder. This would include entities and/or programs that the charter holder governs/manages in addition to the charter school. If the only entity under the direction of the charter holder is the charter school, submit this attachment as an explanation of such a scenario.

Submit each attachment behind this page of the application.

Attachment 1



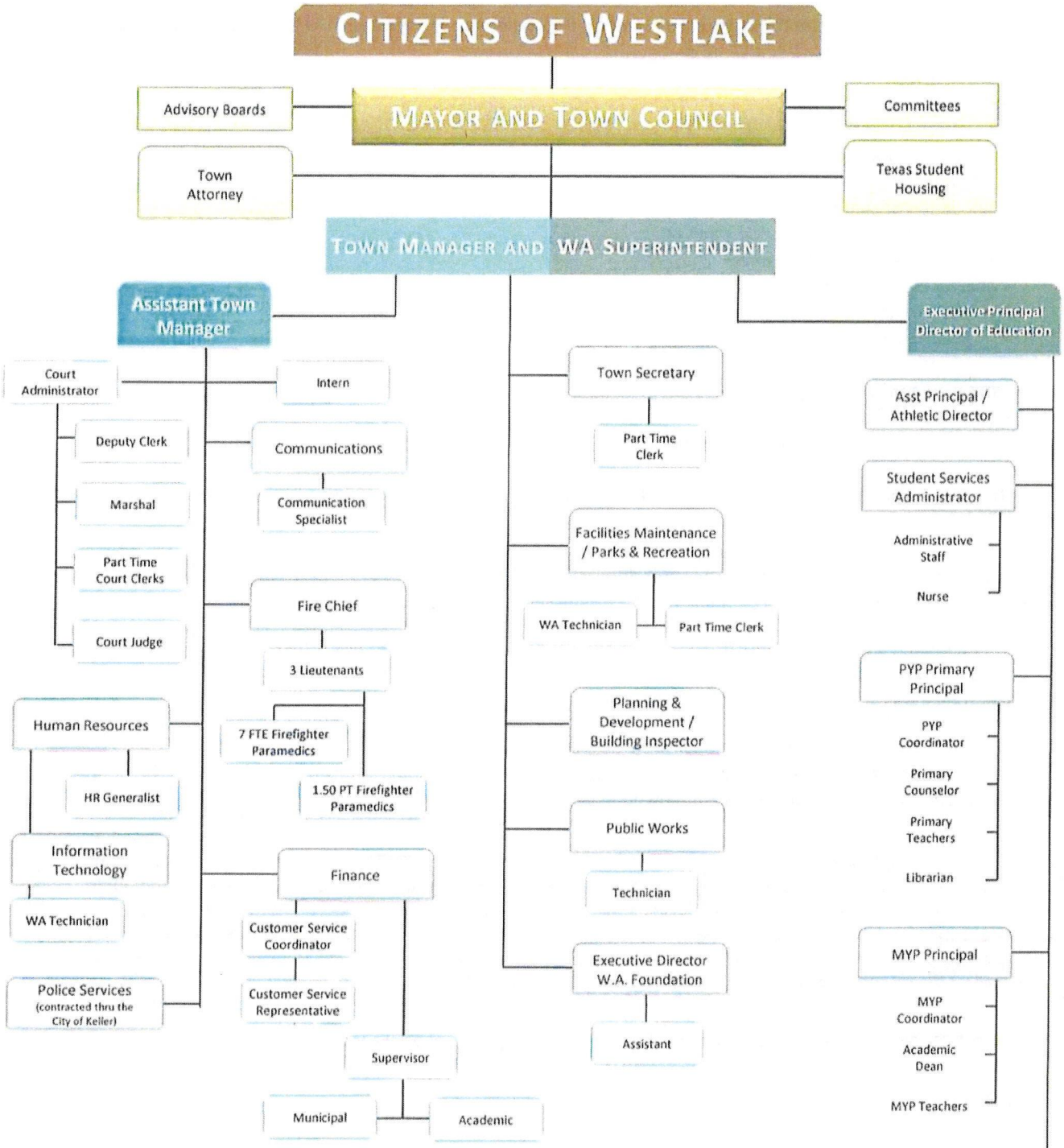
Exemplary Governance

Town Officials, Both Elected and Appointed, Exhibit Respect, Stewardship, Vision, and Transparency

Service Excellence

Public Service that is Responsive and Professional, while balancing Efficiency, Effectiveness and Financial Stewardship

Attachment 2



Exemplary Governance

Town Officials, Both Elected and Appointed, Exhibit Respect, Stewardship, Vision, and Transparency

Service Excellence

Public Service that is Responsive and Professional, while balancing Efficiency, Effectiveness and Financial Stewardship

SECTION V: Admission Policy

Please be aware that any change to the terms of an open-enrollment charter that relates to the following subjects:

- grade levels,
- maximum enrollment,
- geographic boundaries,
- approved campus(es),
- approved sites,
- relocation of campus,
- charter holder name,
- charter school (district) name,
- charter campus name,
- charter holder governance,
- articles of incorporation,
- corporate bylaws,
- management company,
- admission policy, or
- the educational program of the school

requires the commissioner of education's approval of an amendment. (See *§100.1033(b)* Types of amendments, *19 TAC Chapter 100.*)

A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)	End of Period (Month/Day)
12/1	1/31

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

☐ **Lottery not utilized**

If there are more eligible applicants than available spaces in a grade, admission shall first be offered to eligible applicants residing within the primary geographic boundary. After consideration of all eligible applicants from primary geographic boundary, the Academy may admit eligible transfer applicants residing within secondary geographic boundary. If the number of applicants from this boundary exceeds available space, all eligible transfer applicants will be placed in the lottery. A name will be drawn for each vacancy that exists, and each drawn applicant will be offered admissions. The remaining names will be drawn and placed on a waiting list for each grade level in the order they are drawn.

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

- (•) Yes
- ( ) No
- ( ) Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

Please see the attachment Board policy (No. 1.02 - page 2) for details regarding each group:
1. the children of the Town of Westlake employees (with percentage limitations)
2. the children of the Founders of Westlake Academy (with percentage limitations)
3. siblings of admitted or returning students

SECTION V: Admission Policy (Continued)

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery (Month/Day)

02/18

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

NA

F. If the school has a separate process for re-enrollment, state the process and the timeline to be used.

Intent to re-enroll is sent out to all families in late February/early March. Registration takes place in August. For re-enrollment, families complete part of the enrollment process online and then have several days to attend registration where they can meet with a Westlake staff member to complete the registration process.

G. State the procedures for processing applications received once the application deadline has passed.

Applications for participation in the lottery are accepted from December 1 through January 31 each year. If an application is completed after the deadline of January 31, the student will be placed at the bottom of the wait list that is established for the child's grade in February in the date order the application is received.

H. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*

Applicants must provide: current grade level, name, date of birth, school district to which student is zoned, guardian information, physical address, email address, and proof of residency. An applicant seeking admission based on a grandparent's after school care must submit additional documentation regarding the amount of after school care.

SECTION V: Admission Policy (Continued)

I. The charter holder certifies that the non-discrimination statement required by *TEC, §12.111 (a)(5)* is printed in the school's admission policy. *TEC, §12.111 (a)(5) requires that a charter school's admission policy include a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.*

- (•) Yes
- ( ) No

J. Does the admission policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A as authorized by *TEC, § 12.111 (a)(5)(B)*?

- (•) Yes (The school excludes such students or reserves the right to exclude such students from admissions.)
- ( ) No (The school does not deny admission to such students based on their documented histories of misconduct.)

Submit

- A current copy of the admission policy that incorporates the information provided in the above answers to questions A through H and any other relevant information (**Attachment 3**);
- A blank copy of the current admission application, i.e., the information requested when the student first seeks admission (**Attachment 4**); and
- A blank copy of the current enrollment form(s), i.e., the information required once an applicant has been offered admission and is registering for enrollment (**Attachment 5**)

TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY

Policy No. 1.02:

Date Board Adopted: **May 4, 2009**

Date Board Amended: **June 1, 2015**

Effective Date: **June 1, 2015; contingent upon TEA approval**

Policy Category: Admissions

Policy Name: Westlake Academy Admissions Policy

Policy Goal: Communication/Transparency of student and parent requirements for admission into Westlake Academy; Engagement of stakeholders and fiscal stewardship

Policy Description:

Applications from new students are accepted from December 1st through January 31st. Currently enrolled students receive a *Notice of Intent to Return* form the first week of January. This form asks students to state whether they intend to return to Westlake Academy the following school year and to identify any siblings who wish to attend Westlake Academy the following year. This form must be returned by January 31st.

Currently-enrolled students, admitted after August 1,2015, expressing a desire to return and who continue to reside within an approved geographical boundary are automatically enrolled for the following school year upon timely receipt of the *Notice of Intent to Return* form, subject to the following limitations: (1) a currently-enrolled student who originally obtained admission to the Academy based on the student's residency in the primary geographic boundary; and (2) a currently-enrolled student who obtains admission as the child of a full-time Town of Westlake employee retains the right to re-enrollment only if the student's parent continues to be employed by the Town of Westlake on a full-time basis. Vacancies in each class are then determined.

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who timely applied will be offered admission. If there are more eligible applicants than available spaces in a class, then admission shall first be offered to eligible applicants residing within the geographic boundaries of the Town of Westlake (primary geographic boundary). After consideration of all eligible applicants from the primary geographic boundary, Westlake Academy may admit eligible transfer applicants residing within the secondary geographic boundary.

If the number of eligible transfer applications exceeds the number of vacancies, the admission of transfer applicants from the secondary boundary shall be determined by lottery, except that the following applicants are exempt from the lottery and may be given priority in admission, subject to the limitations identified. Exempt transfer applicants will be admitted in the following order:

(1) the children of Town of Westlake employees, so long as the total number of students admitted under this exemption as the children of employees assigned to municipal duties constitutes only a small percentage of the total school enrollment and the number of students admitted as the children of employees assigned to Westlake Academy constitutes only a small percentage of the total school enrollment; and

(2) the children of Founders of Westlake Academy, so long as the total number of students admitted under this exception constitutes only a small percentage of the total school enrollment; and

(3) siblings of admitted or returning students.

All eligible transfer applicants will be placed in the lottery. A name will be drawn for each vacancy that exists, and each applicant whose name is drawn will be offered admission. The remaining names will be drawn and placed on a waiting list for each grade level in the order they are drawn. If a vacancy arises, the individual on the waiting list with the lowest number assignment will be offered admission.

Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to Westlake Academy Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.

Westlake Academy Charter School does not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

Westlake Academy Student Application for 2016-2017

* Required

Application for Lottery

Current Grade Level of Student *
This is the grade that your child is currently attending.

Grade Level as of Sept. 1, 2016 *
This must be the grade that your child is going into for the 2016-2017 school year.

Student First Name *

Student Last Name *

Date of Birth *
Mo / Day/ Year

Select one: Student is zoned to attend according to primary address *

Primary Guardian First Name *
Primary contact for Lottery With Whom Student Lives

Primary Guardian Last Name *
Primary Contact for Lottery With Whom Student Lives

Attachment 4

Relationship *
Primary Guardian

Street Address of Primary Guardian *
example: 2600 JT Ottinger Road

City, State of Primary Guardian *
example: Westlake, TX

Zip Code if Primary Guardian *
example: 76262

Day Phone of Primary Guardian *
example: 000-000-0000

Cell Phone of Primary Guardian
example: 000-000-0000

Email Address of Primary Guardian *

Verify Email Address of Primary Guardian *

Last Name
Additional Guardian Contact Name

First Name
Additional Guardian Contact Name

Attachment 4

Westlake Academy Student Application for 2016-2017

Applications for participation in the lottery are accepted from December 1st through January 31st each year. If you complete an application after the deadline of January 31st, you will be placed at the bottom of the wait list that is established for your child's grade in February.

We accept applications for students who are entering Kindergarten through Grade 11 only. Your child must be 5 years of age by September 1, 2016 to enroll in Kindergarten.

The Lottery will be held on February 18, 2016 from 5:00 pm to 6:00 pm in the Multi Purpose Hall. The drawing is open to the public, however attendance during the lottery drawing is not required.

Please only submit one application per student. Students must reside within one of the districts listed below.

This form does not need to be filled out for children who currently have a sibling enrolled at Westlake Academy. Siblings of existing students are placed on the Sibling Waitlist.

* Required

Application Date *

Mon/Day /Year

Do you currently have a sibling enrolled at Westlake Academy? *

- Yes
- No

Continue »

25% completed

Attachment 4

Additional Guardian Contact Name

Additional/ Other Guardian

Additional/ Other Guardian (example: 000-000-0000)

Additional/ Other Guardian (example: 000-000-0000)

Additional/ Other Guardian

Additional/ Other Guardian

How many students, from this Family, will be applying for the Westlake Academy Lottery? *

« Back Continue »

50% completed

Westlake Academy Student Application
for 2015-16 School Year

Please Type or Print

Student Information (one application per student)					
Application Date	Mo /Day /Year	Grade Level as of Sept. 1, 2015		Date of Birth	Mo /Day /Year
First Name		Middle Name		Last Name	
School district student is zoned to attend according to address		School student is zoned to attend according to address			

Primary Guardian Contact Information			
Primary Guardian (s) (With Whom Student Lives)		Relationship	
Street Address			
City, State		Zip	
Day Phone		Cell Phone	
Email address		Fax	

Additional/Other Guardian Contact Information			
Other Guardian		Relationship	
Street Address			
City, State		Zip	
Day Phone		Cell Phone	
Email address		Fax	

For Office Use Only					
Date Application Received	Mo /Day /Year	Accepted by		Grade verified	Yes_____ No_____
Notes				Entered in Computer	Yes_____ No_____
				Siblings enrolled at Westlake Academy	

CEO of Westlake Academy X_____

NOTES:
Westlake Residents will be notified when approval process is complete in order to receive registration materials.
Your child must be 5 by September 1st to enroll in Kindergarten at Westlake Academy.

Enrollment Checklist

Complete Steps 1 and 2 prior to Registration Week
This will help speed up the process at registration.

Step 1:

- Update all student and parent contact information in the Parent Portal; please follow directions in the email to set up access.

Step 2:

- Print out forms for each individual student and complete.
  - Enrollment Form
  - FERPA Notice
  - Residency Affidavit (Westlake Residents Only)
  - Medical Form for the School Nurse
  - TEA Ethnicity Form
  - Home Language Survey
  - Parking Sticker Form (for high school drivers)

- Print out a set of family forms and complete.
  - IPad agreement and insurance waiver
  - Back to School Supply Fee Form (optional)
  - Volunteer Forms (it is recommended to have one completed at the start of the school year for each parent)
  - HOC (House of Common) donation and volunteer form

- Gather all supporting documents for registration verification.
  - A copy of your ID with your current address
    - If you recently moved, your ID must be updated before it can be accepted as proof of residence. NO INCOMPLETE paperwork will be accepted. If all documentation is not submitted prior to the first day of school, students will not be permitted to start.
  - A copy of a current utility bill with your current address.
    - The combination of ID and utility bill is used as proof of residency that your family lives in an approved primary or extended boundary to attend Westlake Academy. All families are required to provide this at registration.
  - Students Documents that are required
    - Current immunization record.

- Birth Certificate (If a child is under the age of 11 an official birth certificate must be presented at the time of enrollment, a copy will be made for your student's permanent records)
- Copy of their social security card

  - For students Grades 8-12, please provide a copy of their transcript and last report card.

- Do NOT forget the checkbook, all Westlake Academy Fees (athletic fees, after school activities, school supplies, i-Pad insurance, etc) may be paid with one check this year.

Step 3:

- Plan to attend registration days August 4th, 5th, and 6th
- Be sure to bring all paperwork and payment, no incomplete packets will be excepted.

Special Enrollment Items

- If enrollment is due to a Grandparent's after school care, we will need a new Grandparent Affidavit submitted, along with a copy of the Grandparent's ID and utility bill.
- If you currently lease a property in Westlake, a current lease agreement must be received showing the property is leased through the end of the school year.
- Families under a building permit exemption will need to provide a copy of their current residency utility bill and matching photo ID as proof they live in an approved extended boundary.
- For any other special circumstances please contact the Registrar directly.

Enrollment Form

Student Name: _____ Grade: _____For 2015-2016 school year
Last, First

School District / School Information

School District student is zoned for based on home address and grade for 2015-2016 school year.
ISD NAME: _____

What campus in the ISD would your student attend for the 2015-2016 school year?
CAMPUS NAME: _____

What school did your student attend last year for the 2014-2015 school year?
CAMPUS NAME: _____
New Kindergarten Students leave blank, unless they attend Kindergarten in the previous year.

Email / Electronic Correspondence Consent

◊ Yes, I would like to communicate via the email address I provided in Parent Portal.
◊ No, I would not like to communicate via the email address I provided in the Parent Portal.

Agreement of Support:

◊ Yes, I agree as a parent/guardian of a child attending Westlake Academy to abide by rules, policies, and uniform standards as outlined in the Parent Student Handbook.
◊ No, I do not agree as a parent/guardian of a child attending Westlake Academy to abide by rules, policies, and uniform standards as outlined in the Parent Student Handbook.

Technology Agreement of Support:

◊ Yes, I have read and agree as a parent/guardian of a child attending Westlake Academy to the technology agreement.
◊ No, I do not agree as a parent/guardian of a child attending Westlake Academy to the technology agreement.

IPad Insurance:

- ◊ Yes, I have opted into the IPad insurance and have read the conditions and terms. I have submitted payment for insurance, and understand that insurance is not valid until the payment is received.
- ◊ No, I do not want IPad insurance and except full financial responsibility for any costs associated with damage or loss of the IPad.

Volunteer Program Confidentiality Statement:

- ◊ Yes, I agree to abide by all Westlake Academy Confidentiality rules as outlined in the agreement document.
- ◊ No, I do not agree to abide by all Westlake Academy Confidentiality rules as outlined in the agreement document.

I have read and reviewed with my child all information contained on this enrollment form, and agree to abide by it.

_____ _____

Parent Signature **Date**

Special Services Questionnaire:

My Child HAS RECEIVED the following services:

- ◊ Dyslexia
- ◊ Speech
- ◊ Resource
- ◊ Other Special Education Services
- ◊ Counseling
- ◊ ESL
- ◊ Bilingual
- ◊ Title 1
- ◊ Chapter 1
- ◊ 504
- ◊ Pre-K/Early Childhood Special Services
- ◊ Other_____

_____ _____

Parent Signature **Date**

Welcome to Westlake Academy TxConnect application!

Here you will have access to current school-related information about your students, including registration paperwork and during the school year attendance.

Step 1: At this point you have set up your username and password. You may have entered the Portal IDs ** for each of your students. If you see each student listed to the left than you are ready to select the Button.

Step 2: Select the Edit Student Settings Button, here you will select to have the Registration Key sent to your email to complete the initial set up. Please pay attention to the email that the Key is being sent to.*

Step 3: Once you have entered the Registration Key, on the main page you will see a new button under your student's names. , this is were you will access your Fall Registration Forms. Please do so for each student.

****If you do not see their names listed please go to MY ACCOUNT to enter Portal IDs, select the button to add each student.**

***Attention Hotmail users: At this time some families are not receiving the Registration Key email, even though is states it has been sent. We are currently working on the issue.**

STUDENT NAME _____GRADE_____ACADEMIC YEAR 2015-2016

WESTLAKE ACADEMY
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) SIGNATURE PAGE

STUDENT DIRECTORY INFORMATION-LEGISLATIVE UPDATE (SEC. 26.013)
Westlake Academy provides to the parent of each student at the beginning of each school year:

(1) A written explanation of the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.S. Sec. 1232g), regarding the release of directory information about the student and
(2) Written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec. 1232g).

NOTICE

According to state and federal law, certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want Westlake Academy to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10days. Westlake Academy encourages parents to use this form for the written consent notification.

Westlake Academy has designated the following information as "directory information":

- Student's name, address, telephone listing, email address, photograph, date and place of birth.
- Student's major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), and enrollment status.

A parent is allowed to record their objections to the release of all information or one or more specific categories of the directory information.

☐ Westlake Academy has my permission to use directory information for school-related communications and publicity ONLY. I understand this may include the use of directory information for: yearbook, newsletters, Westlake Academy website, videos, HOC, WAAC, Town of Westlake, Westlake Academy Foundation, etc.)

☐ Westlake Academy should NOT release my child's student directory information for ANY reason. Example: If you check this box, your student's name will NOT appear in school publications or local newspapers if he/she wins an award. NOTE: If you check this box, your student will not be included in the school yearbook.

Parent Signature: _____

Parent Name (Please Print): _____

Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. ***United States Federal Register (71 FR 44866)***

Part 1. Ethnicity: Is the person Hispanic/Latino? ***(Choose only one)***

- ☐ **Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **Not Hispanic/Latino**

Part 2. Race: What is the person's race? ***(Choose one or more)***

- ☐ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American** - A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)	(Parent/Guardian)/(Staff) Signature
Student/Staff Identification Number	Date

WESTLAKE ACADEMY
HOME LANGUAGE SURVEY

TO BE COMPLETED BY PARENT OR GUARDIAN (OR STUDENT IF GRADES 9-12):
The state of Texas requires that the following information for each student that enrolls for the first time in Texas public schools. This information shall be kept in each student's permanent record folder.

TEXAS EDUCATION AGENCY, BILINGUAL EDUCATION REQUIREMENT

PLEASE PRINT OR TYPE

STUDENT SOCIAL SECURITY #_____

FULL LEGAL NAME _____

GRADE LEVEL AS OF SEPT 1, 2015 _____

WHAT LANGUAGE IS SPOKEN IN THE HOME MOST OF THE TIME? _____

WHAT LANGUAGE DOES THE STUDENT SPEAK MOST OF THE TIME? _____

BY SIGNING YOU AFFIRM THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT.

_____ _____
SIGNATURE OF LEGAL GUARDIAN DATE

2015-2016 **Grade _____**

WESTLAKE ACADEMY EMERGENCY INFORMATION FOR TH SCHOOL HEALTH CLINIC

Student's Legal Last Name	Student's Legal First Name	Student's Legal Middle Name	M/F	Birthdate
_____	_____	_____	_____	_____

EMERGENCY CONTACTS: THE PARENT WILL BE CALLED FIRST. If a parent cannot be reached, emergency contacts will be called. Please note that contacts should be local, as they may need to pick up your child in case of illness.

Parent Name(s): _____ Home Phone (____)_____
Mom's Daytime Phone: (____)_____ Dad's Daytime Phone: (____) _____
Mom's Cell: (____)_____ Dad's Cell Phone: (____)_____

Emergency Contact Name: _____ Relationship to Student: _____
Home Phone: (____) _____ Cell Phone: (_____) _____

Doctor's Name: _____ Doctor's Phone: (_____) _____

MEDICAL RELEASE AUTHORIZATION

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the person(s) listed as emergency Contacts and Doctor to be notified at the school's discretion and do authorize the named doctor/emergency doctor to render such treatment as may be deemed necessary in an emergency, for the health of said child. If it is impossible got the school to contact the physician, the school may make whatever arrangements necessary with the medical professional(s) available to give all necessary treatment to my child. I further assume the responsibility for payment of any professional emergency services required.

EMERGENCY/PERTINENT INFORMATION (Allergies, Disabilities, Medications):

List all allergies: _____

Reactions: _____

Has your child used an EPI-PEN for any of these rxns? _____ If yes, how long since it was necessary? _____
PLEASE BRING AT LEAST ONE EPI-PEN INTO NURSE'S OFFICE IF YOUR CHILD REQUIRES ONE FOR SEVERE REACTION

List any health conditions or concerns (include seizures, asthma, diabetes, frequent headaches, etc.):

_____

Recommended treatment at school for above health conditions:

_____

If student will need an inhaler for rescue or maintenance of asthma, please send it to Nurse's Office

List current medications (include non-prescription and herbal):

_____

HISTORY OF CHICKEN POX ILLNESS:

Has your child had the chicken pox illness and does not need the Varicella Vaccine? _____ On or about what date? _____
Has your child NOT had the chickenpox illness but HAS BEEN vaccinated with the Varicella Vaccine? _____

The staff of Westlake Academy has my permission to administer the following medications as needed for the temporary relief of appropriate symptoms for those students ages five and older. Please note that NO MEDICATION WILL BE GIVEN WITHOUT WRITTEN PERMISSION. If you want your child to receive medications without a phone call each time, this form MUST be signed and returned.

Please circle yes or no for each medication, OR CIRCLE HERE for all approved below

YES	NO	Acetaminophen (Tylenol)	YES	NO	Antibiotic Topical Ointment (Neosporin)
YES	NO	Ibuprofen (Advil or Motrin)	YES	NO	Topical Oral Anesthetic
YES	NO	Naproxin Sodium (Aleve)	YES	NO	Pepto Bismol
YES	NO	Decongestant (Sudafed PE)	YES	NO	Tums
YES	NO	Diphenhydramine (Benadryl)	YES	NO	Cough Drops
YES	NO	Hydrocortisone anti-itch cream	YES	NO	Loratadine (Claritin)

By my signature below, I consent to and give authorization for all areas detailed above on behalf of my child and that all information provided above is correct.

Parent/Guardian Signature: _____ Date: _____

SECTION VI: Special Education Assurances

The charter holder certifies it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to students with disabilities and further certifies any future amendments to the laws, regulations, and rules will be incorporated and implemented.

Laura Wheat

Signature of Charter Holder Board Chair
(Must sign in blue ink)

January 11, 2016

Date

Laura Wheat

Printed Name of Charter Holder Board Chair

SECTION VII: Serving Students at Residential Facilities Assurances

If the charter school is <u>not</u> currently approved to serve students at residential facilities, do not provide a signature and indicate N/A on the signature line.

If operating a charter school campus on the site of a residential facility (RF) or serving students residing in or receiving services from an RF, the charter holder chair certifies by signing the assurance that:

Compliance with Special Education Requirements: The charter holder assures that it will comply with all of the requirements for the provision of educational services to students with disabilities as mandated by the Individuals with Disabilities Education Act, as amended, the Texas Education Code, and federal and state special education regulations. The charter holder acknowledges that state and federal special education requirements require, among other things, it provide a free and appropriate public education (FAPE) in the least restrictive environment (LRE) to students with disabilities residing in RFs. The charter holder further assures that it will provide, or seek the provision of, a FAPE to students with disabilities, which may require it to contract with outside service providers or another local educational agency to provide necessary services and supports to students with disabilities.

Geographic Boundaries: The charter holder assures that it will accept students who reside in the school district(s) that are within each campus's geographic boundaries regardless of the presence or absence of a disability or admission to or participation in an RF program.

Admissions Criteria: The charter holder assures that its admissions criteria will not be based on the presence or the absence of a disability; or on gender; national origin; ethnicity; religion; academic; artistic or athletic ability; or the home district the child would otherwise attend.

School Choice: The charter holder assures that parents/legal guardians (or adult students) will be advised that they may choose to enroll their child in either the charter school or the local public school district and that the elected choice will be documented in writing and filed for purposes of review or audit by the Texas Education Agency (TEA), an external auditor, or another entity.

Residential Facilities Monitoring (RFM) System: The charter holder assures that it understands that, pursuant to 19 *(TAC) §97.1072*, there is a specific system for monitoring school districts and charter schools serving students with disabilities who reside in RFs. The charter holder further assures that it understands it will be required to report data related to students with disabilities residing in RFs in TEA's data collection system known as *RF Tracker* and it may be subject to RFM intervention activities and on-site visits based upon a review of the data reported on a random selection or other means of selection.

Training: The charter holder assures that all personnel involved with serving students with disabilities residing in a RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system. Please contact your regional Educational Service Center for information regarding the required RFM system training.

SECTION VII: Serving Students at Residential Facilities Assurances (Continued)

The charter holder assures this document has been shared with, and understood by, the RF board and that the RF board has acknowledged its understanding of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.

N/A

Signature of Charter Holder Board Chair
(Must sign in blue ink)

January 11, 2016

Date

Laura Wheat

Printed Name of Charter Holder Board Chair

SECTION VIII: Bilingual/ESL, Section 504, and Dyslexia Assurances

Texas Education Code, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and *19 TAC §§89.1201-89.1265* require charter schools to identify limited English proficient students based on state criteria and to provide an appropriate bilingual education or English as a second language program conducted by teachers certified for such courses.

A. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

- (•) Yes
- ( ) No

Section 504 of the Rehabilitation Act of 1973, *29 U.S.C. §794,* prohibits discrimination on the basis of disability in any program receiving federal financial assistance. A recipient that operates a public education program or activity shall provide a free, appropriate public education to qualified individuals.

B. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students protected by Section 504.

- (•) Yes
- ( ) No

Texas Education Code §38.003, TEC §12.104(b)(2)(K), 19 TAC §74.28 and Section 504 of the Rehabilitation Act of 1973, *29 U.S.C. §794,* require charter schools to identify students with dyslexia or related disorders and to provide appropriate educational services.

C. The charter holder certifies it has policies and procedures in place to ensure it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

- (•) Yes
- ( ) No

I further certify that any future amendments to the laws, regulations, and rules will be incorporated and implemented.

Laura Wheat — Signature of Charter Holder Board Chair
(Must sign in blue ink)

January 11, 2016 — Date

Laura Wheat
Printed Name of Charter Holder Board Chair

SECTION IX: Fingerprinting and Criminal Record Check Assurance

The charter holder certifies it is in compliance with *TEC §12.120*, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in *TEC §37.007(a)*; or an offense listed in *Article 62.001(5) Code of Criminal Procedures*; unless the individual is eligible to be employed in a position in a school district under *TEC §12.120 (a-1)*.

Additionally, the charter holder confirms all current fingerprinting and criminal record checks are available for all employees, including contract employees; volunteers who indicated in writing their intention to serve; board members; and officers of the charter holder who are not on the board, in compliance with *TEC §§12.1059, 22.0832-22.0835*.

Laura Wheat

Signature of Charter Holder Board Chair
(Must sign in blue ink)

January 11, 2016

Date

Laura Wheat

Printed Name of Charter Holder Board Chair

SECTION X: Certificate of Acknowledgment

This section requires at least a majority of the governing body of the charter holder to certify it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of renewal of the charter.

CERTIFICATE OF ACKNOWLEDGEMENT

The undersigned members of the governing body of the charter holder hereby acknowledge that they have had an opportunity to review the completed renewal application and have authorized its submission, during an open meeting, to the commissioner of education for consideration of the renewal of the charter:

Typed Name (Type name next to corresponding signature)	Signature (Must sign in blue ink))	Date*
Laura Wheat	Laura Wheat	January 11, 2016
Alesa Belvedere	Alesa Belvedere	
Michael Barrett	Michael Barrett	
Wayne Stoltenberg	Wayne Stoltenberg	
Carol Langdon	Carol Langdon	
Rick Renhack	Rick Renhack	
Thomas Brymer	Thomas Brymer	

**Members are to sign the acknowledgement during an open meeting; therefore, the date next to each signature must reflect the date of the meeting.*

Texas Education Agency Contact Information

Michael Williams
Commissioner of Education

Lizzette C. González Reynolds
Chief Deputy Commissioner

Michael Berry
Deputy Commissioner, Policy and Programs

Sally Partridge
Associate Commissioner, Accreditation and School Improvement

Heather Mauzé
Director, Division of Charter School Administration

For further information contact the Division of Charter School Administration at:

Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

(512) 463-9575
(512) 463-9732 fax

Email - CharterSchools@tea.texas.gov

Or visit the website:
http://tea.texas.gov/Texas_Schools/Charter_Schools/Charter_Schools/

Charter Renewal Process

2016 Open-Enrollment Charter Renewal Flowchart

WESTLAKE ACADEMY CHARTER SCHOOL (220810)

Ratings Year	Accountability Ratings		Charter FIRST Rating	Accreditation Status
2014-2015	Met Standard		Pass	
	Campuses			
	Met Standard	1		
2013-2014	Met Standard		Superior Achievement	ACCREDITED
	Campuses			
	Met Standard	1		
2012-2013	Met Standard		Substandard Achievement	ACCREDITED
	Campuses			
	Met Standard	1		
2011-2012	No Ratings Issued		Superior Achievement	No Statuses Issued
	Campuses			
	No Ratings Issued	1		
2010-2011	Exemplary		Standard Achievement	ACCREDITED
	Campuses			
	Exemplary	1		
2009-2010	Exemplary		Standard Achievement	ACCREDITED
	Campuses			
	Exemplary	1		

CONTRACT FOR RENEWAL OF OPEN-ENROLLMENT CHARTER

THIS AGREEMENT, made this 5 day of July, 2016, is executed between the Texas Education Agency (the "Agency"), the authority, and **Town of Westlake** ("Charter Holder") to operate **Westlake Academy Charter School**, a Generation **07** Open-Enrollment Charter School.

THE PURPOSE of this agreement is to renew terms and conditions between the Agency and the Charter Holder. Whereby the following terms shall enable the Commissioner of Education (the "Commissioner"), as vested agent, to maintain an active commitment to the award and regulation of high-quality charter schools within the state of Texas.

To such end, the Agency and Charter Holder, for the consideration hereunder named, agree as follows:

GENERAL

Article I. Definitions, as used in this contract:

"Charter" shall mean the Open-Enrollment Charter as granted by the State Board of Education, and renewed by this contract under the authority of the Commissioner.

"Charter Application" shall mean all information proposed and approved by the State Board of Education in response to the original Request for Application.

"Charter Holder" shall refer to the sponsoring entity identified in the Charter Application and any entity to which a charter is renewed by this contract.

"Charter School" shall mean the Open-Enrollment Charter School governed by Charter Holder and identified by the six digit County District Number (CDN) **220810**. The Charter School is part of the public school system of Texas and shall operate as a "Charter School" within the meaning of 20 U.S.C. § 8066.

"Request for Application" shall refer to all documents approved and published as SAS **A511**.

"Renewal Term" shall refer to the number of years granted by the Commissioner to renew operations under the Charter.

Article II. The Charter. This contract hereby renews the Charter to «Charter Holder» under *Subchapter D, Chapter 12, TEC*. The terms of the Charter shall include: (a) this renewal contract; (b) the original contract for charter, *as signed by the Charter Holder and the State Board of Education*; (c) applicable law or Administrative rule in effect, amended, enacted or adopted during the term of the contract; (d) Request for Application; (e) any condition, amendment, modification, revision, or other change to the Charter adopted or ratified by the authorizing entity, *including any prior renewal documents with revisions based on contingency responses*; (f) final renewal application received in spring 2015, *including any amendments to the Charter made through the renewal application*; and (g) all statements, assurances, commitments and representations made by Charter Holder in the original Charter Application and Renewal Application, attachments or related documents, to the extent consistent with the aforementioned (a) through (f).

Article III. Material Violation(s). Upon any and all determinations of material violation(s), the contract for the charter shall be subject to revocation under TEC §12.115(a). Actions that may constitute a material violation are, *but not limited to*, specific references hereunder. Additional illustrative examples include the failure to procure valid: (a) certificate(s) of occupancy; (b) fingerprinting; and (c) criminal background checks.

Charter Holder affirms its understanding that the Charter School be in compliance with TAC §100.1032 concerning the majority of its student population being in state-tested grade levels throughout the entire Renewal Term. Unless Charter Holder submits and subsequently receives Commissioner approval to waive this threshold.

Article IV. Term of Charter. The Renewal Term for the Charter shall be for a period of ten (10) years beginning August 1, 2016. The Charter shall automatically expire on July 31, 2026, unless otherwise subject to forfeiture for failure to meet criteria under TEC §12.101 or revocation.

A failure to perform under this Article shall constitute a material violation.

Article V. Renewal(s) of Term. This Agreement does not vest Charter Holder with a right of automatic renewal. All requests for renewal shall be determined by a timely application in the form prescribed by the Commissioner, with subsequent determination by the Commissioner. The Charter shall not be renewed on or before **July 31, 2026**. No Renewal of Term shall exceed ten (10) years.

Article VI. Alienation of Charter. The Charter may not be assigned, encumbered, pledged or in any way alienated for the benefit of creditors or otherwise. Charter Holder may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the Charter. Any attempt to do so shall be null and void and hold no force or effect. Breach under this section shall constitute a material violation.

Article VII. Revision by Agreement. The terms of the Charter may be revised with the consent of Charter Holder by written amendment approved by the Commissioner.

STUDENTS

Article VIII. Open-Enrollment. Admission and enrollment shall be open to any person(s) who resides within the approved geographic boundary stated in charter application and who is eligible for admission based on lawful criteria as identified in the Charter Application and all applicable and approved amendments to the Charter. Total enrollment shall not exceed the maximum number of students approved in the Charter Application and all applicable and approved amendments to the Charter.

Article IX. Non-Discrimination. The Charter School's educational program shall comply with TEC §12.111(a)(5).

Article X. Children with Disabilities. A charter school is a "local educational agency" as defined by federal law. Charter Holder must comply with the Individuals with Disabilities Education Act (IDEA), as amended by the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1401, et seq., and implementing regulations; Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and implementing regulations; Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. §§ 12131-12165, and implementing regulations; Chapter 29, Texas Education Code, and implementing rules; and court cases applying these laws.

Article XI. Non-Religious Instruction and Affiliation. Charter School shall not conduct religious instruction or religious activities. Charter Holder and Charter School shall be nonsectarian in their programs, policies, employment practices, and all other operations.

Article XII. Educational Program. Continued authority to operate under the Charter during the Renewal Term is contingent upon all approved campus(s) actively providing the specific educational program(s) as proposed in the Charter Application. Any and all changes to the proposed educational program(s) and (or) specific demographic population(s) without approval of the Commissioner shall constitute a material violation.

Article XIII. Student Performance and Accountability. Charter Holder shall satisfy Chapter 39, Subchapters B, C, E, F, G, and J of the Texas Education Code, and related Administrative rules, as well as the student performance accountability criteria stated in the Charter Application and all applicable and approved amendments to the Charter.

FINANCIAL MANAGEMENT

Article XIV. Financial Management and Accountability. Charter Holder shall satisfy (a) Chapter 39 Subchapter D; and (b) Chapter 12, Sections 12.104, 12.106, 12.107 and 12.111 of the Texas Education Code, and (c) related Administrative rules regarding financial management accountability.

Article XV. Annual Audit. Charter Holder shall at its own expense have the financial and programmatic operations of the Charter School independently audited annually by a certified public accountant holding a valid permit from the Texas State Board of Public Accountancy. Charter Holder shall file a copy of the annual audit report, approved by Charter Holder, with the Agency not later than the 150th day after the end of the fiscal year for which the audit was made.

The audit must comply with *Generally Accepted Auditing Standards* and must include an audit of the accuracy of the fiscal information provided by the Charter School through PEIMS. Financial statements in the audit must comply with *Government Auditing Standards* and the *Office of Management and Budget Circular A-133*.

Article XVI. Return of Property and Funds. It is understood that in accordance with TEC §§12.128 and 12.107, a charter holder that ceases to operate for any reason, including revocation or expiration/non-renewal, shall return to the state all public property and public funds upon cessation of operation. This includes any and all property purchased or leased with state funds under TEC §12.106 and all unspent funds held in trust for the benefit of the students pursuant to TEC §12.106 and 12.107.

Article XVII. Indebtedness of Charter. Charter Holder shall not incur a debt, secure an obligation, extend credit, or otherwise make use of the credit or assets of the Charter School for any purpose other than operations as approved in the Charter.

Article XVIII. Non-Charter Activities. Charter Holder shall keep separate and distinct accounting, audits, budgeting, reporting, and record keeping systems for the management and operation of the Charter School. Any business activities of Charter Holder not directly related to the management and operation of the charter school shall be kept in separate and distinct accounting, auditing, budgeting, reporting, and record keeping systems from those reflecting activities under the Charter. Failure to perform under this article shall constitute a material violation.

GOVERNANCE AND OPERATIONS

Article XIX. Organizational Mission. Charter Holder shall govern and operate in strict accordance with the proposed organizational mission as presented in the Charter Application and all applicable and approved amendments to the Charter.

Article XX. Non-Profit Status. Charter Holder shall take and refrain from all acts necessary to maintain good standing as an organization exempt from taxation under 501(c)(3), Internal Revenue Code. If Charter Holder is incorporated, it shall comply with all applicable laws governing its corporate status. Failure to perform under this article shall constitute a material violation.

Article XXI. Records Retention and Management. Charter Holder shall implement a records management system that conforms to the system required of school districts under the *Local Government Records Act, Section 201.001 et seq., Local Government Code,* and rules adopted thereunder; provided, however, that records subject to audit shall be retained and available for audit for a period of not less than five (5) years from the latter of the date of termination or renewal of the Charter.

Charter Holder shall maintain all student records. A charter holder that ceases to operate for any reason, including revocation or expiration/non-renewal, shall return to the state all student and staff records within 30 days of closure, per TEC 12.1052 (d), in the manner specified by the commissioner to a custodian designated by the commissioner.

Article XXII. Failure to Operate. Charter Holder shall operate the Charter School for the full school term as proposed in the Charter Application and all applicable and approved amendments to the Charter for each year authorized by this Agreement. Charter Holder may not suspend operation for longer than twenty-one (21) days without a revision to the Charter, adopted by the Charter Holder Board, and approved by the Commissioner prior to the suspension of operations, stating that the Charter School is dormant and setting forth the date on which operations shall resume and any applicable conditions. Failure to comply under this article shall constitute a material violation.

Article XXIII. Charter School Facility. Charter Holder shall possess and maintain, for the entire Term of Charter: (a) lease agreement(s); or (b) lawful title; or (c) other legal instrument granting a lawful right of occupancy and use. All facilities and(or) other real property procured by Charter Holder must be of suitable use as proposed in the Charter Application and all applicable and approved amendments to the Charter. The term 'facility', under this Article, shall constitute any of the following: *as defined in Chapter 100, Texas Administrative Code* (a) campus; and (b) facility; and (c) site that is procured by state and(or) federal funding.

Charter Holder affirms that it shall govern and maintain operations in all facilities throughout the entire Renewal Term. The term 'operations', under this Article, shall constitute an open facility that is currently serving lawfully enrolled students.

Without prior approval by the Commissioner, failure to comply under this article shall constitute a material violation.

Article XXIV. Indemnification. Charter Holder shall hold the Agency harmless from and shall indemnify the Agency against any and all claims, demands, and causes of action of whatever kind of nature asserted by any third-party and occurring or in any way incident to, arising out of, or in connection with any acts of Charter Holder, its agents, employees, and subcontractors in performance of this Agreement.

THIS AGREEMENT

Article XXV. Entire Agreement. This contract, including all referenced attachments and terms incorporated by reference, contains the entire agreement of the parties. All prior representations, understandings, and discussions are superseded by this contract.

Article XXVI. Severability. If any provision of this contract is determined by a court or other tribunal to be unenforceable or invalid for any reason, the remainder of the contract shall remain in full force and effect, so as to give effect to the intent of the parties to the extent valid and enforceable.

Article XXVII. Conditions of Contract. Execution of this contract by the Commissioner is conditioned on full and timely compliance by Charter Holder with: (a) the terms, required assurances, and conditions of RFA; (b) applicable law; and (c) all commitments and

representations made in the original Charter Application, approved amendments, and Renewal Application, and any supporting documents (to the extent such commitments and representations are consistent with the terms of this contract).

By executing this contract, the Charter Holder represents that it understands that the Charter Holder, including any and all governance, at whatever level whether appointed or elected, employees, agents, and volunteers shall fully cooperate with every Texas Education Agency investigation and/or sanction deemed necessary by the Commissioner based on authority and responsibility vested by state or federal law. Agency staff may conduct confidential interviews of Charter School personnel and contractors outside the presence of representatives of the Charter School's administration and Board, and that failure to timely reply with reasonable requests for access to site, personnel, documents, or other materials and/or items shall constitute a material violation.

Article XXVIII. No Waiver of Breach. No assent, express or implied, to any breach of any of the covenants or agreements herein shall waive any succeeding or other breach.

Article XXIX. Governing Law. In any suit arising under this contract, Texas law shall apply.

Article XXX. Laws and Rules Applicable. By executing this contract, the undersigned representatives of Charter Holder represent that they have read and understand the rules adopted by the Commissioner pursuant to Texas Education Code Chapter 12, Subchapter D and that they have had full opportunity to consult with their own legal counsel concerning said rules prior to executing this Agreement. The undersigned representatives further understand and agree that: (a) this contract is contingent upon legislative authorization and the contract and the funding under it may be modified or even terminated by future legislative act; (b) the terms of this contract, and of the Renewed Open-Enrollment Charter created by this contract, include all applicable state and federal laws and all applicable rules and regulations; (c) state and federal laws, rules, and regulations may be adopted, amended or repealed from time to time; (d) all such changes to state and federal laws, rules, and regulations applicable to Charter Holder or to its Charter School may modify this contract, as of the effective date provided in the law, rule, or regulation; and (e) a contract term that conflicts with any state or federal law, rule, or regulation is superseded by the law, rule, or regulation to the extent that the law, rule, or regulation conflicts with the contract term.

Notwithstanding the granting of this renewal, it is understood by the parties, that the Charter continues to be subject to future actions by the Commissioner including, *but not limited to,* possible revocation under TEC 12.115(c).

Article XXXI. Eligibility and Authority. By executing this contract, Charter Holder represents that it is an "eligible entity" within the meaning of Section 12.101(a), Texas Education Code, and it is understood by all parties that if the Charter Holder loses its 501(c)(3) tax exempt status at any time through action of the Internal Revenue Service for any reason or any other action which renders the Charter Holder no longer an "eligible entity" within the meaning of TEC §12.101(a), the charter contract shall be rendered null and void, and it shall automatically return without any

further action having to be taken by the Commissioner. Subsequent reinstatement of the 501(c)(3) tax exempt status does not reinstate the Charter.

The Charter Holder shall immediately notify the Commissioner of any legal change in its status, which would disqualify it from holding the Charter, of any violation of the terms and conditions of this contract, or of any change in the Chief Operating Officer of the Charter Holder. Charter Holder further represents that the person signing this contract has been properly delegated authority to do so.

Entered into this 5 day of July, 2016

Commissioner of Education:

7/5/2016
Mike Morath Date

Town of Westlake:

August 10, 2016
Laura Wheat, Chair Date

Aug. 15, 2016
Thomas Brymer, Date
Superintendent/Chief Operating Officer