

Jubilee Academic Center
Coastal Bend Region
School Board Meeting – Agenda
Kingsway Leadership Academy Conference Room
April 8, 2015
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of February 9, 2015 minutes
3. Discussion: Report on enrollment numbers
4. Discussion/Action: Consideration of approval of a GT contract between Jubilee Academic Center and the San Antonio Education Resources for Texas Schools, LLC
5. Discussion: Principals' campus activity report, attendance report, financial report,
6. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

551.071 Private Consultation with board Attorney

551.072 Discussion of Purchase, Exchange, Lease or Value of Real Property

551.073 Discussion of Negotiated Contracts for Prospective Gifts or Negotiations

551.074 Discussion of Personnel or To Hear Complaints Against Personnel

551.076 Deliberation Regarding Security Devices

551.82 Deliberation For Discipline of a Student or Hearing an Employee Complaint Against
Another Employee

This notice was posted on the entrance/exit door of the Administrative Office of Kingsway Leadership Academy, 1727 Senator Carlos Truan Blvd., & Aspire To Lead Academy, 201 N. 19th Street, Kingsville, TX AT 5:00 p.m. on April 2, 2015.



Mr. Steven M. Solis-Associate Director

Jubilee Academic Center
Coastal Bend Region
School Board Meeting – Agenda
Kingsway Leadership Academy Conference Room
February 9, 2015
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of December 8, 2014 minutes
3. Discussion: Report on enrollment numbers
4. Discussion: Review of Admission policy and lottery guidelines
5. Discussion/Action: Consideration of approval of New Hires and Resignations/Terminations
6. Discussion/Action: Campus Discipline plan
7. Discussion: Principals' campus activity report, attendance report, financial report,
8. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

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This notice was posted on the entrance/exit door of the Administrative Office of Kingsway Leadership Academy, 1727 Senator Carlos Truan Blvd., & Aspire To Lead Academy, 201 N. 19th Street, Kingsville, TX AT 5:00 p.m. on February 6, 2014.


Mr. Steven M. Solis-Associate Director

Jubilee Academic Center
Coastal Bend Region
School Board Meeting – Agenda
Kingsway Leadership Academy Conference Room
December 8, 2014
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of November 10, 2014 minutes
3. Discussion/Action: Strategic Compensation Plan 2014-2015
4. Report: Enrollment Letter to Parents for the 2015-2016 school year
5. Discussion: Closed Session-New Hires-Pursuant to Texas Government Code 551.0074
6. Action: Board to Reconvene for official Action- Resignations
7. Principals Report
8. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

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This notice was posted on the entrance/exit door of the Administrative Office of Kingsway Leadership Academy, 1727 Senator Carlos Truan Blvd., & Aspire To Lead Academy, 201 N. 19th Street, Kingsville, TX AT 5:00 p.m. on December 5, 2014.


Mr. Steven M. Solis-Associate Director

Jubilee Academic Center
Coastal Bend Region
School Board Meeting – Agenda
Kingsway Leadership Academy Conference Room
November 10, 2014
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of October 07, 2014 minutes
3. Discussion/Action: Consideration and Approval for Letter of Engagement for Annual Audit by Garza-Gonzalez and Associates
4. Discussion: Annual Governance Forms
5. Discussion/Action: Consideration and Approval for policy for employee reference
6. Discussion: Target Improvement Plan 2014-2015
7. Principals Report
8. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

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This notice was posted on the entrance/exit door of the Administrative Office of Kingsway Leadership Academy, 1727 Senator Carlos Truan Blvd., & Aspire To Lead Academy, 201 N. 19th Street, Kingsville, TX AT 5:00 p.m. on November 7, 2014.


Mr. Steven M. Solis-Associate Director

Jubilee Academic Center
Coastal Bend Region
School Board Meeting- Minutes
October 7, 2014

The meeting was called to order at 6:21 PM. Those present were Daniel Amador, Manuel Cano, Shelly Morales, Ignacio Perez, Sarah Shaw, and Steve Solis. Also present were Renee Garcia and Patrick Garza.

Mrs. Shaw moved and Mr. Perez seconded a motion to approve the minutes from the previous meeting. It passed unanimously.

Mrs. Shaw moved and Mrs. Morales seconded a motion approving a revised policy for admissions and lottery. It passed unanimously.

Mrs. Shaw moved and Mrs. Morales seconded a motion for approval of a bus usage policy. It passed unanimously.

Mrs. Morales moved and Mrs. Shaw seconded a motion for approval of a professional services contract (improvement required) for Kingsway Leadership Academy. It passed unanimously.

Mrs. Shaw moved and Mr. Perez seconded a motion for approval of a proposal for bill board advertising. It passed unanimously.

Both principals presented reports from their respective campuses, noting both are fully staffed.

Mr. Perez moved and Mrs. Shaw seconded a motion to adjourn the meeting at 7:14 pm. It passed unanimously.

Shelly Morales
secretary

Garza/Gonzalez & Associates

CERTIFIED PUBLIC ACCOUNTANTS

October 8, 2014

Mr. Tom Koger
School Director
Jubilee Academic Center, Inc.
4434 Roland Rd.
San Antonio, Texas 78222

Dear Mr. Koger:

We are pleased to confirm our understanding of the services we are to provide for Jubilee Academic Center, Inc. for the year ended August 31, 2014.

We will audit the statement of financial position of Jubilee Academic Center, Inc. as of year end and the related statements of activities and cash flows for the year ended August 31, 2014. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- 1) Schedule of Expenditures of Federal Awards,
- 2) Budgetary Comparative Schedule, required by TEA.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

207 Arden Grove
San Antonio, TX 78215
210/227-1389
Fax 227-0716

Mr. Tom Koger
School Director
October 8, 2014
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Your responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that that Organization complies with applicable laws, regulations, contracts, agreements, and grants.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that include our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (b) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the Budgetary Comparison Schedule required by TEA, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Mr. Tom Koger
School Director
October 8, 2014
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As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Jubilee Academic Center, Inc.'s compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on Jubilee Academic Center, Inc.'s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide an original of our reports to the Organization; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

Mr. Tom Koger
School Director
October 8, 2014
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RESPONSE:

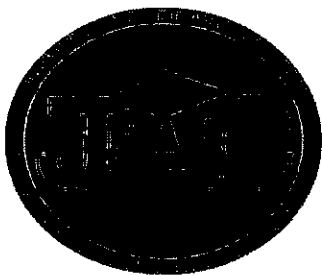
This letter correctly sets forth the understanding of Jubilee Academic Center, Inc.

Officer signature: _____

Title: _____

Date: _____

Enclosure



JUBILEE ACADEMIC CENTER, INC.
4434 Roland Rd.
San Antonio, TX 78222-2830
Ph # 210-333-6227 Fax # 210-337-2357

10 November 2014

Tom Koger
Chief Executive
Officer
tkoger@jubileeacademic.org

Daniel Amador
Superintendent of
Schools
damador@jubileeacademic.org

Rene Gallegos
Chief Financial
Officer
rgallegos@jubileeacademic.org

MEMORANDUM FOR JUBILEE ACADEMIC CENTER EMPLOYEES

SUBJECT: Policy Memo – Providing References

If/when you are asked to act as a reference for a former employee or if you are called by a third party asking you to provide a reference for a former employee, please proceed with caution. If the former employee was a stellar employee who would only warrant positive feedback from you then you are relatively safe in acting as a reference. If you intend on sharing negative information such as discussing attendance issues or other derogatory subjects, simply refuse to discuss and if pressed for additional information, refer them to Human Resources.

If you have any questions or concerns, please contact our HR office by calling (210) 337-4994.

Respectfully,

DAVID S. COFER
Director, Human Resources

Jubilee Academic Center
Coastal Bend Region
School Board Meeting - Agenda
Aspire To Lead Academy Conference Room
October 07, 2014
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of September 08, 2014 minutes
3. Discussion: Policy for Bilingual Stipends
4. Discussion/Action: Consideration of approval for Revised policy for Admissions and Lottery
5. Discussion/Action: Consideration of approval of Bus Usage Policy
6. Discussion/ Action: Consideration of approval of Professional Service Provider Contract (Improvement Required) for Kingsway Leadership Academy
7. Discussion/ Action: Consideration of approval of proposal for bill board advertising
8. Principals Report
9. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

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Mr. Steven M. Solis-Associate Director

Jubilee Academic Center
Coastal Bend Region
School Board Meeting Minutes

September 8, 2014

Present: Manuel Cano, Tom Koger, Shelly Morales, Ignacio Perez, John Perez, Sarah Shaw, Steve Solis

The meeting was called to order at 6:06 PM. J Perez moved and S Shaw seconded that the minutes from the previous meeting be approved. It passed unanimously.

S Shaw moved and J Perez seconded to approve the contract between Jubilee Academic Center and Melissa Kulchak, Math Consultant. It passed unanimously.

After a motion by S Morales and a second by S Shaw that passed unanimously, the board adjourned to closed session at 6:10 PM.

After reconvening in open session at 6:16 PM following a motion by T Koger and a second by S Shaw that passed unanimously, the board accepted the resignations of Ms. Alex Villarreal, Mr. Rogelio Salinas, and Mrs. Melanie Ramos following the motion to do so by J. Perez with a second by I Perez, which passed unanimously.

Principals Patrick Garza and Renee Garcia gave Principal's Reports for their respective campuses.

At 6:35 PM, J Perez moved and S Shaw seconded that the meeting be adjourned. It passed unanimously.

Respectfully,



Shelly Morales-Secretary

Jubilee Academic Center
Bilingual and ESL Stipend Policy

Jubilee Academic Center (JAC) will pay annually Texas certified teachers, pending receipt of State Funds, the following stipends:

Bilingual	\$2,000 for 190 days
ESL	\$1,000 for 190 days

Guidelines:

Teacher must serve English Language Learners (ELL) students.

Teacher must have current Texas Certification.

Stipends are paid 50% in November and 50% in April for teachers beginning work on the first day of instruction.

Amounts are prorated for the number of days remaining in the semester if a teacher hires on after the first day of instruction or if their employment ends before the end of the semester.

A new hire teacher is not qualified to receive the stipend after February 28th.

Revised Admission Policy

Admission into Jubilee Academic Center is a collaborative decision between students and parents. All students, regardless of their academic history, will be offered admission to Jubilee Academic Center.

It is our belief that a cooperative relationship between parents and teachers must be established in order for a student to flourish and to foster self-confidence in a nurturing environment. Jubilee Academic Center has established the following goals to establish this cooperative relationship:

1. The child should want to go to school and express the desire to learn.
2. Parents must be willing to take an active role in their child's education.

Non-Discrimination Statement

It is the policy of Jubilee Academic Center to comply with all state and federal regulations regarding admission, and not to discriminate during the admission and lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.

Our admissions policy is consistent with our mission of fostering an environment based on democratic principles. In offering all students the same chance to attend regardless of their background or achievement levels, we are ensuring equality of opportunity.

Application Requirement and Submission Deadlines

Jubilee Academic Center requires applicants to submit a complete application form in order to be considered for admission.

Applications for reenrollment from currently enrolled students will be accepted from December 1st to January 15th.

Applications from enrollment for new students will be accepted from January 15th of each year to the second Friday in February. **Only applications for new students dated before the second Friday in February will be considered for the enrollment lottery, if a lottery is necessary.**

In order to be eligible for admission, the applicant or qualifying occupant specified by Texas Education Code § 25.001(b) must generally reside in the geographic boundaries of Jubilee Academic Center and satisfy any other admissions criteria specified in this policy. See **Verification of Residency** below.

Lottery Provisions

For purposes of this policy, a "lottery" means a non-weighted, random selection process that determines the order of admission for student applicants. A lottery will be conducted if the number of applicants exceeds the maximum enrollment for a particular school or

grade level. The lottery will take place on the first Monday in March, in the following manner:

1. Each applicant's name will be printed on a 3 x 5 index card.
2. Positions will be filled starting with 12th grade and moving to the lower grades.
3. Each card in that grade will be checked and verified as it is placed into the barrel by the PEIMS coordinator. The School Superintendent or his/her designee will spin the raffle barrel seven complete rotations.
4. The board president or designee will draw cards out one at a time. In between each drawing, the school principal will rotate the barrel one rotation. Students will be registered until class limits are met.
5. After class limits are met the lottery will continue and names will be placed on the waiting list in the order drawn.
6. At the conclusion of the lottery, regular registration guidelines will be followed.
7. Applicants selected by lottery will be "deemed admitted" and may proceed from provisional admission (Texas Education Code § 25.002) to enrollment.

Results of the lottery shall be certified by a notary public.

Exemptions from Lottery Requirement

Certain applicants are exempt from the lottery and, space permitting, will automatically be enrolled. These applicants include:

1. Currently-enrolled students who notice intent to return for the following school year in a timely manner; and
2. Siblings of returning students currently enrolled at Jubilee Academic Center campuses and who timely notify the school of their intent to return for the next school. For purposes of this policy, "sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

Orientation Following Admission

After admission, students and parents may attend an orientation session and/or a personal orientation with the Director or his/her designee. At the orientation, the school's rules, responsibilities, and expectations for students will be clearly outlined. Students, parents, and teachers will sign the Jubilee Academic Center Parent Compact, a document that outlines the responsibilities of teachers, parents, and students.

Students with Documented Histories of a Criminal Offense and/or Misconduct

As authorized by Texas Education Code § 12.111(a)(6)(A), Jubilee Academic Center reserves the right to exclude students who have a history of a criminal offense, a juvenile court adjudication, or other discipline problems under Subchapter A, Chapter 37 of the Education Code.

Documents and Information Applicants are Required to Provide

Applicants must submit a completed application form to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant's name (first, last, and middle names).
- Applicant's birth date.
- Applicant's current grade level and grade applied for.
- Applicant's residential address.
- Phone numbers.
- Applicant's current school and district names.
- Applicant's parents' name and signature.
- Whether the applicant has a sibling already admitted to or attending Jubilee Academic Center.
- Whether the applicant has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37 of the Education Code.

Applicants are not required to provide transcripts or other academic records until after they are offered admission.

Verification of Residency And Immunization Records for Enrollment

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of State Health Services, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit an affidavit signed by the student's parent or guardian declining immunizations for reasons of conscience, will be excepted from this requirement. The parent or guardian must furnish records that verify the identity of the student.

A person's "residence," for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return. The qualifying occupant specified by Texas Education Code § 25.001(b) must generally reside in the authorized geographic boundaries of Jubilee Academic Center, as described in the school's charter. A person who is homeless, as defined by 42 U.S.C. 11302, need not reside within the geographic boundaries of Jubilee Academic Center. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;

- Current rental or lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;
- Mail dated within 60 days before the application date from the following sources:
 - Social Security Administration;
 - A Texas State government agency;
 - Utility companies;
 - Credit card bill;
 - Financial institutions; including checking or savings;
 - Insurance companies;
 - State and Federal Revenue documents;
 - Paycheck information.
 - Other sources or documents demonstrating residency

If, at any time, a student's or qualifying occupant's residence is in question, Jubilee Academic Center may ask for additional documents for verification. If the parent or legal guardian cannot provide evidence of residency because the parent or legal guardian is living with a relative or friend, a notarized statement by the relative or friend may be accepted by Jubilee Academic Center with the following stipulation:

- Notarized statement must state that the parent or legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of relative or friend who is on the relative who is on the relative or friend's proof of residence;
- Notarized statement must state the same address of relative or friend who is on the relative or friend's proof of residence;
- A copy of the relative or friend's proof of residence must be attached to the notarized statement (meeting the documentation criteria described above); and
- The notarized statement must be signed by same name of relative or friend who is on the relative or friend's proof of residence.

Subsequently, within 60 days, at least two current documents, Jubilee Academic Center must be provided confirmation of residency from one or more of the following sources:

- Credit card companies;
- U. S. Treasury;
- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies;

- State and Federal Revenue departments.

Jubilee Academic Center may conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense.

Adult Student Attendance Requirement For Continued Admission

A person who voluntarily attends school after his or her 18th birthday shall attend school each school day for the entire period the program of instruction is offered. Jubilee Academic Center may revoke, for the remainder of the school year, the enrollment of a person who has more than five absences in a semester that are not excused under Texas Education Code § 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school grounds and a criminal trespass warning may be issued.

Student Residency Separate From Parent/Guardian

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person's parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to Jubilee Academic Center in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to Jubilee Academic Center. The Superintendent shall follow **Students With Documented Histories of a Criminal Offense and/or Misconduct**, above, in making such determination.

McKinney-Vento Policy Statement

"Homelessness" means lacking a fixed, regular, and adequate nighttime residence. The Superintendent or designee shall appoint a Liaison for Homeless Children and Youths to serve as the primary contact between homeless families and school staff, shelter workers, and other service providers. The liaison will also assist in obtaining necessary immunizations, if needed. If a dispute arises over the enrollment of a homeless child, he shall be immediately admitted to Jubilee Academic Center until resolution of the dispute.

McKinney-Vento Compliance

Jubilee Academic Center shall strive to enroll and have attend, homeless children who are not currently attending school and shall adopt policies and practices to ensure that students, including homeless children are not stigmatized or segregated on the basis of their homeless status. Jubilee Academic Center shall review and revise policies which act as barriers to the enrollment of homeless children. In determining homelessness, Jubilee Academic Center shall give consideration to factors such as transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

As a condition of receiving funds under the McKinney-Vento Homeless Education Assistance Improvements Act, Jubilee Academic Center shall serve homeless children according to their best interests. In determining the best interest of a child, Jubilee Academic Center shall:

1. To the extent feasible, keep a homeless child in the school of origin—the school that the child attended when permanently housed or the school in which the child was last enrolled—except when doing so is contrary to the wishes of the child’s parent or guardian;
2. Provide a written explanation to the homeless child’s parent or guardian, including a statement of appeal rights, if Jubilee Academic Center sends the child to a school other than the school of origin or a school requested by the parent or guardian; and
3. In the case of an unaccompanied youth, consider the views of the child and provide the notice required in the event of an enrollment dispute.

In accordance with the McKinney-Vento Homeless Education Assistance Improvements Act, Jubilee Academic Center shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. Jubilee Academic Center shall immediately contact the last school the child attended in an attempt to obtain relevant academic and other records. If the child needs immunizations, or immunization or medical records, Jubilee Academic Center shall immediately refer the child’s parent or legal guardian to Jubilee Academic Center’s homeless liaison for assistance.

Should a dispute arise over school identification and/or enrollment thought to be homeless, the child shall be immediately admitted to Jubilee Academic Center pending resolution of the dispute. Jubilee Academic Center shall provide the child’s parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal Jubilee Academic Center’s enrollment decision. Jubilee Academic Center shall also refer the child, parent, or guardian to the homeless liaison, who shall conduct a dispute resolution process as expeditiously as possible.

Discrepancies in Student Name

The Superintendent or designee shall notify the Missing Children and Missing Persons Information Clearinghouse if a child is enrolled under a name other than the name that appears on the identifying documents. If a student’s records have not been received within 30 days of a request, the Superintendent or designee shall notify local law enforcement for a determination of whether the child has been reported as missing.

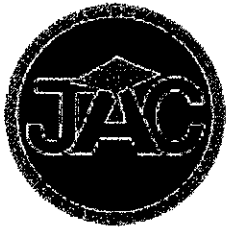
Food Allergy Information

The parent of each student enrolled at Jubilee Academic Center must complete a form provided by Jubilee Academic Center that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to Jubilee Academic Center to enable Jubilee Academic Center to take any necessary precautions regarding the child’s safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term “severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Jubilee Academic Center may also require information from a child’s physician if the child has food allergies.

Food allergy information forms will be maintained in the child’s student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 (“FERPA”).



Jubilee Academic Center
Coastal Bend Region
"Premier Choice in Education"



Dear Jubilee Families,

As a parent/guardian who participates in transportation services, you play a key role in the effective implementation of the transportation procedures. This letter is designed to help you understand what you need to know to get the most from your child's transportation experience.

Transportation Eligibility: To take full advantage of this service please complete the Student Transportation Registration Form and submit it to Kingsway Leadership Academy front office.

Release of Information: For the safety of your child, the transportation department will only discuss transportation arrangements with the parent/guardian listed on the record provided by the school. We do not give out or discuss transportation arrangements with relatives, grandparents or family friends.

Parent/Guardian Responsibilities: **In the mornings** parents have to escort all children to bus. **In the afternoons**, parents/guardians have to get out of vehicles to meet the children at the designated bus stop location and present their school name. This will allow our drivers to confirm that you or the responsible party is receiving your children. Jubilee's policies prohibit the bus driver from leaving a student unattended if there is no one there to meet the student at the stop. If the student is not picked up by the parent/guardian the student will be returned to Kingsway Leadership Academy and it will be the responsibility of the parent/guardian to meet the student there. If the parents/guardians do not pick up their children within the following hour after they were returned to the school, the local police department will be called.

Bus Stop Locations: Kingsway Leadership Academy and Aspire To Lead Academy.

Inclement Weather: You are responsible for deciding if it is safe for your child to go to the bus stop or school during inclement weather. Make sure they are dressed appropriately for the conditions, as the bus may experience further delays. Please be aware that in the event of inclement weather, the bus may be delayed.

Student Conduct and Discipline: In addition to the school student code of conduct, the Transportation Department requires Parents/Guardians to acknowledge and sign the **Bus Contract**. Talk to your children about safe, appropriate behavior when on board the school bus. Stress the importance of accountability for his/her actions and behavior when riding the bus. If any incident of misconduct is deemed to be serious and/or hazardous to the safety of any or all passengers, a **Bus Discipline Referral** will be completed and will begin at the appropriate Incident Level. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the proper atmosphere, the campus administrator has the authority to suspend the student from the bus riding privileges. All attempts will be made to contact the parents as soon as possible.

Consequences: Bus drivers use a variety of disciplinary techniques and methods to correct and prevent problems on their buses prior to enacting the discipline steps of this policy. If a student's behavior is repeatedly unacceptable, the following procedures will be initiated:

Level I Incidents. The driver will inform the student that a bus discipline referral is being issued and tell the student the specific reasons for the report. The campus administrator will meet with the student to validate the information collected to inform parents/guardians about the situation. **Level I Incidents will be a warning and may include three (3) days suspension from the bus.**

Level II Incidents. The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The campus administrator will meet with the student to validate the information collected to inform parents/guardians about the situation. **Level II Incidents will be a final warning and may include three (3) to five (5) days suspension from the bus.**

Level III Incidents. The driver will inform the student that a Bus Discipline Referral is being issued and tell the student the specific reasons for the report. The campus administrator will meet with the student to validate the information collected to inform parents/guardians about the situation. **Level III Incidents will be a permanent removal from the bus.**

Should you have any questions please call Kingsway Leadership Academy at 361-221-2591.

Sincerely,
Kingsway Leadership Academy Administration

BUS Contract

Jubilee expects our students to adhere to a culture of high expectations in the classroom, and in all settings that including our buses. Jubilee is committed to excellent customer service in providing transportation services to students. Students are encouraged to take full advantage of this service. Transportation, however, is a **PRIVILEGE**. Families that exercise this privilege are expected to observe our culture of high expectations, and abide by the behavioral norms outlined in the student code of conduct, and specifically in this contract.

We, _____ (student's name) and _____ (name of parent or guardian), understand that a culture of high expectations in and out of the classroom is essential to achieving this goal. For this reason, we are committed to abiding by the expectations outlined in this bus contract. I understand that failure to adhere to these expectations may result in temporary or permanent suspension of bus riding privileges.

Student Name & Grade

Parent Name

Date

Student Signature

Parent Signature

Date

Please complete and return this Contract before your child rides the School Bus.

BUS BEHAVIOR CONTRACT

This transportation is a PRIVILEGE, not a right! This privilege can be taken away if any student or parent violates the expectations set forth in this Bus Contract.

Level I Incidents. Level I incidents are behaviors that are generally disruptive of the bus riding experience and can impact the normal and usual operations of the school bus. Students involved in Level I incidents will receive a Bus Discipline Referral explaining the reasons for the report. The Campus administrator will meet with the student to validate the information collected. The discipline may include, but is not limited to, after school detention, loss of fun activity privileges at school, and/or participation in field trips. **Habitual offenders will receive up to three (3) days suspension from the bus. Below are the most common Level I incidents:**

- Late arrival
- Sitting on the wrong side of the bus
- Standing without permission of the driver
- Walking in front of the bus
- Failure to follow bus driver requests (getting out of the bus, sitting down, quieting down, etc.)
- Excessive noise or loud music
- Eating/Drinking/Chewing Gum/Littering the bus
- Horseplay/Mischief
- Spitting
- Inappropriate or disruptive behavior toward other vehicles/drivers along-side the bus, or at the bus stop
- Other behaviors, which disrupt the normal and usual operation of the school bus

Level II Incidents. Level II incidents are behaviors that directly disrespect bus drivers and can put in jeopardy the bus riders' own safety, or the safety of other students riding the bus. Students involved in Level II incidents will receive a Bus Discipline Referral explaining the reasons for the report. The discipline may include, but is not limited to, after school detention, loss of fun activity privileges at school, and/or participation in field trips. **Habitual offenders will receive three (3) to five (5) days suspension from the bus. Below are the most common Level II incidents:**

- Refusing to properly identify yourself to the bus driver
- Throwing/shooting of any object in or out of the bus
- Vandalism to the bus or any bus related equipment (restitution will be required as well)
- Pushing, shoving, or rushing while waiting, entering, exiting the bus
- Unauthorized entering or leaving the bus through an emergency exit or window
- Hanging out of windows with any part of the body
- Disrupting the normal activities of a business where a stop is located
- Other offenses and behaviors that disrespect bus drivers, students, motoring public, or pedestrians

Level III Incidents. Level III incidents are most serious behavior problems. These actions put in jeopardy the bus driver and riders. Students involved in Level III incidents will receive a Bus Discipline Referral explaining the reasons for the report. **The discipline will be a permanent removal from the bus. Below are the most common Level III incidents:**

- Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials
- Lighting matches, lighters, or any other flammable object or substance
- Possession or threats of possession of a weapon, explosive, or flammables
- Possession or use of tobacco or any controlled substance
- Bullying, threatening, or harassment of any person on the bus
- Knowingly and without permission riding an unassigned bus or using an unassigned bus stop
- Possession or use of a laser pen or pointer
- Parent, guardian or adult boarding the bus (This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine)
- Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. (This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine)
- Other offenses and behaviors which seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians

Memorandum of Understanding

Between

Dr. Linda Thomas

Professional Service Provider

and

Jubilee Academic Center (for Kingsway)

Campus, Charter, Local Education Agency (LEA)

relating to the execution of specified duties and payment for execution of specified duties under the TEC and TAC for Improvement Required Campus(es)

Budget Year: September 1, 2014 to August 31, 2015

Program Assistance: LEA is responsible for ensuring that funds are used in accordance with the program provisions, assurances, requirements and the Financial Accountability System Resource Guide

Section 1: Administrative Guidelines of Campus Intervention Team (CIT)

1.1. Organization

The authorities to enact the program requirements and budget planning of the CIT duty are: the Campus Intervention Team Member and the Superintendent or his/her Designee.

1.2. Campus Intervention Team (CIT)

a. Texas Education Agency (TEA) issued the following proposals for 2014-2015 CITs:

- Each IR campus is required to have its own CIT and Professional Service Provider (PSP).
- Teams must include at least two people; membership must be at least 50% external, and all members must have a proven history of effecting school improvement.
- The CIT must use TEA tools.
- The LEA must send "submissions" to TEA.

b. The CIT is responsible for the following activities:

- Conducting a comprehensive on-site evaluation of the campus to determine the cause for the low performance and lack of progress. The team shall use the following guidelines and procedures in conducting the comprehensive needs assessment of the campus:
 - an assessment of the staff to determine the percentage of certified teachers who are teaching in their field, the number of teachers with less than three years of experience, and teacher turnover rates;
 - compliance with the appropriate class-size rules and number of class-size waivers received;

LEA Representative
Initial Here _____

Page 1 of 5

Professional Service Provider
Initial Here LT

- The campus meets standards for one year and Commissioner determines that the campus is operating and will continue to operate in a manner that improves student achievement; or
- The campus is in Improvement Required (IR) for multiple years (3-4 years) that the Commissioner pursues alternative management or closes the campus

c. The Local Education Agency (LEA) is responsible for:

- Preparing data, information, as agreed to by the CIT
- Providing technical assistance to ensure academic success for all students
- Maintaining financial accounting records for the payment of the Professional Service Provider (PSP) assigned to the campus
- Providing documents and other required materials
- Offering staff development as recommended by the CIT with Superintendent input
- Providing information and facilitate access to the services and resources
- Providing updates and information on relevant topics and state initiatives
- Assisting with the completion of the required TEA documents for submission
- Maintaining records as required by state and federal guidelines

Section 2: Basis for Allocation of Costs of the PSP paid by the LEA

- LEA agrees to pay Contractee (PSP) \$ 75.00 hour for a total of 120 hours during the program budget period
- LEA agrees to pay Contractee (PSP) for meals, travel and/or other expenses as described below:

Reimburse expenditures of hotel, meals, and mileage:

Hotel, 2 nights x \$100/night = \$200.00

Meals, \$10/meal x 14 meals = \$140.00

Mileage (state rate/subject to change): \$54.21/visit x 14 visits = \$758.94

- Expenditures must occur after the beginning date and prior to the ending date of the budget year for this Memorandum of Understanding. Expenditure against approved budget line items must adhere to the Financial Accountability System Resource Guide definition for each budget line item


LEA Representative
Initial Here _____

Professional Service Provider
Initial Here

- The LEA agrees to pay the Contractee (PSP) for approved activities as per the agreement and requirements. Payments shall be made to the Contractee (PSP) upon receipt by the LEA of a statement certifying that PSP under this agreement has performed required responsibilities as detailed in the Memorandum of Understanding. The payment request process and documentation will be according to LEA policy and procedures. The request for final payment shall arrive at LEA on or before August 31, 2015.
- Financial records are to be maintained for the number of years required from the end of the project and are subject to audit by the Contractor (LEA) and by the Texas Education Agency.

LEA Representative
Initial Here: _____

Page 4 of 5

Professional Service Provider
Initial Here: 

Memorandum of Understanding Representatives

Local Education Agency (Contractor)

_____ (Signature)

Executed and approved this _____ day of _____, 2014

_____ (Superintendent or His/Her Designee Name)

_____ (District)

_____ (Address)

_____ (City, State, Zip)

_____ (Title)

Professional Service Provider (Contractee)

Dr. Linda Thomas _____ (Signature)

Executed and approved this 1st day of September, 2014

Dr. Linda Thomas _____ (Name)

_____ (Person, Organizer)

P. O. Box 475 _____ (Address)

Portland, TX 78374 _____ (City, State, Zip)

LEA Representative
Initial Here _____

Professional Service Provider
Initial Here *LT*

Kingsville Out-of-Home Proposal

Creative/Account Service

Account Service	\$460.00
Art Direction/Computer Production	\$255.00
Creative Direction	\$250.00
Production Coordination	\$60.00
Estimated Sub-total	\$1,025.00

Media Services

Media planning	\$450.00
Media buying	\$125.00
Estimated Sub-total	\$575.00

OOHO Billboard Costs for 1 Year

Billboard #1	\$7,777.00
Billboard #2	\$6,616.00
Estimated Sub-total	\$14,393.00

ESTIMATED TOTAL	\$15,993.00
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Jubilee Academic Center
Coastal Bend Region
School Board Meeting – Agenda
Kingsway Leadership Academy Conference Room
September 08, 2014
6:00 P.M.

1. Call to Order/Invocation/Pledge to the Flag
2. Discussion/Action: Consideration of approval of August 11, 2014 minutes
3. Discussion/Action: Consideration and approval of the contract between Jubilee Academic Center and Melissa Kulchak Math Consultant
4. Discussion: Closed Session-New Hires-Pursuant to Texas Government Code 551.0074
5. Action: Board to Reconvene for official Action- New Hires/Resignations
6. Principals Report
7. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meeting Act, TEX. GOV'T CODE, Chapter 551.

551.071 Private Consultation with board Attorney

551.072 Discussion of Purchase, Exchange, Lease or Value of Real Property

551.073 Discussion of Negotiated Contracts for Prospective Gifts or Negotiations

551.074 Discussion of Personnel or To Hear Complaints Against Personnel

551.076 Deliberation Regarding Security Devices

551.82 Deliberation For Discipline of a Student or Hearing an Employee Complaint Against Another Employee

This notice was posted on the entrance/exit door of the Administrative Office of Kingsway Leadership Academy, 1727 Senator Carlos Truan Blvd., & Aspire To Lead Academy, 201 N. 19th Street, Kingsville, TX AT 5:00 p.m. on September 5, 2014.



Mr. Steven M. Solis-Associate Director

**Jubilee Academic Center
Coastal Bend Region
School Board Meeting - Agenda
Kingsway Leadership Academy Conference Room
August 11, 2014
6:00 P.M.**

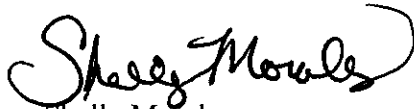
1. Call to Order/Invocation/Pledge to the Flag. The meeting was called to order at 6:12 pm with the reciting of the Pledge of Allegiance to the US Flag and invocation, led by Mr. Steven Solis
2. Discussion/Action: Consideration of approval of June 10, 2014 minutes
The minutes of the June 10, 2014 minutes were approved with a motion by Sarah Shaw and a second by Iggy Perez. The approval was unanimous.
3. Discussion/Action: District Parent Involvement Policy. After a short discussion of the Policy a motion by Tom Koger was made and seconded by Sarah Shaw. The motion was approved unanimously.
4. Discussion/Action: Coastal Bend Region School Calendar for 2014-2015 - The Calendar was briefly reviewed by Mr. Solis and a motion was made to approved the Calendar by Sarah Shaw and seconded by Iggy Perez. The motion carried unanimously.
5. Discussion/Action: Nurse Coop Agreement - After a brief discussion of services provided a motion was made by Sarah Shaw to approve with the second by Iggy Perez. The motion was approved unanimously
6. Discussion/Action: Closed Session New Hires - Pursuant to Texas government code 551.0074
There were no issues/comments to go into close session
- 7: Action: New Hires - On a motion by Iggy Perez and a second by Sarah Shaw all new hires were approved.
8. Report: Jubilee Academic Center HB 5 District Evaluation of Performance in Community and Student Engagement for 2013-2014 School yea/TASA HB 5 Self Evaluation Toolkit. The board was given a brief review of the status of the report and actions
9. Report: New Portable Project at Aspire to Lead and Certificate of Occupancy. - A brief review of the installation and follow up construction of the 3 portable buildings at Aspire to Lead school campus was given. All work was done by a local contractor to the administration satisfaction. A certificate of occupancy has been awarded and the school is ready for the upcoming school session.
10. Report: STARR Report - Mrs. Garcia gave a brief report on the statistical results of the STARR Testing. The report was presented by class group, and Mr. Cano gave a synopsis of the TEA accountability summary.

11. Principal's Report: Mr. Garza gave a brief on the Parent meet the teacher event. The impact of the portable building to the campus. He spoke of the playground equipment being moved to the Aspire to Lead campus. He also spoke of the men involved in the Watch Dog organization. This organization is gaining momentum in helping with school projects etc.

Mrs. Garcia - talked of some of the traffic issues that occurred on the first day of school and how these issues were going to be addressed by tomorrow. After care activities will be carried out by the local school system. Programs that were stated last year will be continued this year, UIL etc.

12. A motion to adjourn at 7:10 pm by Sarah Shaw and a second by Iggy Perez. The motion passed unanimously and the meeting was adjourned.

Respectfully,

A handwritten signature in black ink that reads "Shelly Morales". The signature is written in a cursive style with a large, sweeping flourish at the end.

Shelly Morales

Secretary

Kingsway Leadership Academy Consultant Agreement

This agreement is entered into on this the 5th day of September, by and between Melissa Kuichak herein called "Consultant" and the Kingsway Leadership Academy, herein called "Academy."

Whereas the Academy desires to engage the Consultant to render certain consulting services related to math instruction. For and in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

Employment of consultant: The Academy agrees to engage the Consultant and the Consultant agrees to perform in a manner satisfactory to the Academy the following services

(Math Planning Assistance for the 2nd Six-weeks)

Date, time and place of performance: The services are to be performed at the following times and places:

(date) September 19, 2014

(time) 8:30 a.m. – 4:15 p.m.

(location) Kingsway Leadership Academy, Kingsville, Texas

Payment for services: Upon satisfactory performance of the services described above and receipt of a properly completed Consultant/Speaker Expense Report, the Academy will pay Consultant the following:

(fee) \$400.00 per day

(travel and hotel expenses, if applicable)

(meal allowances, if applicable)

Entire Agreement: This contract constitutes the entire agreement of the parties hereto and it may not be changed or altered except by written agreement signed by the parties to the contract.

Academy:

Nancy Renée Garcia
Principal/Director

Consultant:

Melissa Kuichak

Address and Phone

6929 Roseland Dr.

Corpus Christi, Tx 78414

361-993-4033

Social Security Number/EIN#449-92-3395