# Module 200: Charter School Governance & Operations

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INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

Overall Policy Framework
Each module in the Board Policy Series provides a summary of federal and state statutes, regulations, and related materials applicable to open enrollment charter schools. Citations to these materials are provided throughout the module and many contain a hyperlink so the actual statutory or regulatory provision can be accessed on the Internet. The summary is designated by the LEGAL AUTHORITY tab on the right edge of each page.

After the LEGAL AUTHORITY portion of the module you will find the model policy section designed to comply with current statutory and regulatory requirements described in the LEGAL AUTHORITY summaries. These policies are designated by the red CHARTER BOARD POLICY tab on the right edge of each page.

These are suggested policies to address the requirements set forth in this Module. Prior to adoption of the model policies by the Board of a charter school, each policy should be customized by including the school’s name and by tailoring the language, if appropriate, to fit the specific needs, culture and requirements of the school. TCSA recommends that the Board of a charter school consult with and obtain the advice of the school’s legal counsel in connection with adopting policies to comply with laws governing charter schools.

TCSA plans to update the Model Board Policies for Charter Schools after each Texas Legislative Session to reflect changes in applicable laws. We also will regularly and continually update the Policy Series when changes occur in state and federal case law and administration regulations that affect open enrollment charter schools. We encourage you to renew your subscription to the policy series each year to ensure that your school has the most recent laws and regulations.

Scope of Service & Copyright Notice
This policy module prepared by the TCSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It should be used in connection with consulting and obtaining the advice of the school’s legal counsel to ensure compliance with applicable legal requirements.

This policy module and all updates are copyrighted publications of the TCSA. All rights are reserved and will be enforced to the fullest extent of the law. The policy modules are for the sole use of the purchaser. Duplication and distribution in whole or in part are prohibited unless otherwise specifically authorized in writing by TCSA. Inquires should be directed to TCSA, 700 Lavaca, Suite 930, Austin, TX 78701.

For questions concerning the Model Board Policies for Charter Schools contact:

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512.584.8272 x 306

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Module 200: Charter School Governance & Organization

Charter School Governance & Organization, Module 200, is the second module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the governance and organization of charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

- Module 100: Charter School Governance & Organization
- Module 300: General School Operations
- Module 400: Students
- Module 500: Open Government
- Module 600: Human Resources

The term ‘Head of School’, used throughout these policies to indicate final responsibility is a term Meridian World School uses in lieu of Superintendent of Chief Executive Officer. It is recognized that to accomplish certain activities, the Head of School may relay on others within the organization to complete the work as delegated.

Legal Abbreviations Used In The Model Board Policies For Charter Schools

<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>C.F.R</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>U.S.C.A</td>
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200.020. CORPORATE STRUCTURE

Corporate Structure Document Attached
SECOND AMENDED AND RESTATE COMPANY AGREEMENT
OF
MERIDIAN WORLD SCHOOL, LLC

THIS SECOND AMENDED AND RESTATE COMPANY AGREEMENT (this “Agreement”) is made as of the ___ day of September 2010, by International Academy Williamson County, a Texas nonprofit corporation, as the sole member of Meridian World School, a Texas limited liability company (the “Company”).

WHEREAS, the undersigned sole member of the Company acquired 100% of the outstanding membership interest in the Company from the prior member of the Company, pursuant to an Assignment Agreement dated as of the date hereof; and

WHEREAS, the Governing Board has approved the adoption of this Agreement and the amendments of the Amended and Restated Company Agreement, dated as of February __ 2010, contained herein, and the undersigned sole member desires to adopt this Agreement.

NOW, THEREFORE, the undersigned member hereby adopts this Agreement to govern the management of the Company and certain other matters as set forth herein.

SECTION 1
MEMBERSHIP

1.1 Member. The LLC shall have a single member consisting of International Academy Williamson County, a Texas nonprofit corporation (the “Member”).

1.2 Capital Contribution. The Member succeeded the capital account of the prior member of the Company. No contribution shall be required from the Member.

1.3 No Additional Members. The Company shall not admit any additional members at any time other than a transferee member approved in accordance with Section 4.

1.4 Transfer. The Member may not make a sale, assignment, transfer, conveyance, gift, exchange, or other disposition (voluntarily, involuntarily, or by operation of law) (“Disposition”) of all or any portion of its ownership in the Company, except with the unanimous consent of the Governing Board (as hereinafter defined). Any attempted Disposition of all or any portion of the Member’s ownership interest in the Company, other than in strict accordance with this Section 1.4, shall be null and void ab initio. Any individual or entity to whom the Member’s ownership interest is properly Disposed may be admitted to the Company as a member of the Company only with the unanimous consent of the Governing Board; and each Governing Board member’s consent may be given or withheld in such Governing Board member’s sole and absolute discretion, with or without cause, and subject to such conditions as it shall deem appropriate.
SECTION 2
FORMATION; TAX TREATMENT; FISCAL YEAR-
PRINCIPLES FOR THE COMPANY'S CHARTER SCHOOLS

2.1 Formation. The Member hereby approves and ratifies the formation and continued existence of the Company under the Texas Business Organizations Code (the “BOC”) pursuant to the Certificate of Formation filed with the Texas Secretary of State on February 5, 2008 (as subsequently amended from time to time, and as further amended on the date hereof, the “Certificate of Formation”). This Agreement shall (1) determine the rights, obligations, and liabilities of the Member to the extent permitted by the BOC and (2) govern the affairs of the Company and the conduct of its business.

2.2 Term. The term of the Company shall be perpetual unless terminated in accordance with this Agreement.

2.3 Tax Treatment. The Member hereby acknowledges its intention that the Company shall qualify for derivative exempt status as a disregarded entity of the Member solely for purposes of U.S. federal income tax and any applicable Texas taxes, but for all other purposes the rights and liabilities of the Member, the Governing Board, the Officers, and the Company shall be as set forth in the BOC, except as otherwise provided herein. As required by the Internal Revenue Service (“IRS”) for derivative exempt status as a disregarded entity, the Member shall have power of appointment over the members of the Governing Board of the Company, with an appropriate percentage chosen from the members of the charter school community as may be required by the chartering authority in accordance with Section 6.1 of this Agreement. Any rights and privileges relating to appointment and removal shall, however, be subject to the requirements of the IRS as imposed from time to time to maintain the Company’s derivative exempt status.

2.4 Fiscal Year. The Company’s fiscal year shall commence on July 1 and shall terminate on the following June 30.

SECTION 3
NAME, OFFICE OF THE COMPANY, AND REGISTERED AGENT

3.1 Name. The name of the Company is Meridian World School, LLC. The business of the Company may be conducted under such trade or fictitious names as the Governing Board may determine.

3.2 Office of the Company. The principal place of business of the Company and the specified office of the Company where the records required to be maintained by the Company under the BOC shall be kept is 1102 South Austin Avenue, Suite 110-298, Georgetown, Texas 78620, and such other place or places as the Governing Board shall deem advisable. Student records and business records will be kept at each campus in Texas where the Company operates a school.

3.3 Registered Agent. The Company’s agent for service of process shall be Corporation Service Company d/b/a CSC - Lawyers Incorporating Service, 211 E. 7th
Street, Suite 620, Austin, Texas 78701, or such other qualified person or entity as the Governing Board may designate.

SECTION 4
BUSINESS OF THE COMPANY

The purpose of the Company shall be to establish and operate one or more public charter schools in Texas, and to engage in any lawful act or activity for which limited liability companies may be organized under the BOC, as determined by the Member and approved by the Governing Board; provided however, that the Company shall not engage in any activity that is not permitted for an entity exempt under Section 5.01(c)(3) of the Internal Revenue Code of 1986.

SECTION 5
DISTRIBUTIONS

No part of the income or revenues of the Company shall inure to the benefit of any private individual. No dividends shall be paid and no part of the income or revenues of the Company shall be distributed to the Member or its managers or officers. The foregoing shall not limit the right of the Company to pay appropriate salaries to its officers and employees, to reimburse the reasonable expenses of its Governing Board members or managers, and to pay reasonable costs of services provided to the Company by the Member or its affiliates.

SECTION 6
GOVERNING BOARD

6.1 Number and Appointment of Governing Board. The board of managers as of the date of this Agreement (the “Governing Board” or the “Board”) shall consist of Eileen Kuhn, Juanita Stephens, Fenorris Pearson and Anna Beth Wink. The members of the Governing Board shall be appointed and vacancies filled by the Governing Board as follows:

6.1.1 The Governing Board shall have the right to set the number of members of the Governing Board and to appoint individuals to the Governing Board on the basis of any criteria it deems relevant and consistent with the Company’s mission, provided that the Meridian World School’s Parents’ Association shall have the right to approve the appointment of two (2) members of the Governing Board, one (1) of whom shall initially be Anna Beth Wink, and the subsequent appointment of any persons who shall replace such members of the Governing Board, and further provided that each appointment to the Governing Board shall be subject to the approval of the Member, which may withhold such approval if the Member reasonably believes that such appointment would jeopardize the tax-exempt status of the Member.

6.1.2 The Governing Board shall have the right to fill the vacancies on the Governing Board resulting from increase in the size of the Governing Board.

6.1.3 The Governing Board may act under this Section 6.1 and under Section 6.4 to determine the size and terms of the Board, and make appointments to the Board at a meeting, by written consent, by amendment of this Agreement, or by adoption of an internal policy or operating guide. This Section 6.1 may be amended at any time by the unanimous
consent of the Governing Board to effect or reflect an increase in the size of the Governing Board and make other conforming changes.

6.2 Power and Authority of the Governing Board. Except as otherwise provided herein, and subject to the authority of the Member as set forth herein, the Governing Board shall manage the Company’s business and affairs, and may exercise all of the rights, powers, and authorities of the Company under the BOC and the Texas Education Code, and do all such lawful acts and things that are not prohibited by statute, the Certificate of Formation, or by this Operating Agreement.

6.3 Compensation. Members of the Governing Board, as such, shall not receive any compensation for their services. The Board may, by resolution under policies it may adopt, authorize reimbursement of expenses incurred in the performance of Governing Board members’ duties. Such authorization may prescribe conditions and procedures for approval and payment of such expenses.

6.4 Terms of Governing Board Members. The term of each initial Governing Board member shall be three (3) years, and the initial Governing Board shall set the term of each additional Governing Board member at not more than three (3) years and not less than (1) year with the goal of staggering the expiration of Governing Board member terms such that approximately one-third of such terms expire each year. Thereafter, the term of a Governing Board member shall be for three (3) years, unless the Governing Board member is sooner removed by or as a result of the earliest to occur of: (1) operation of law; (2) an order or decree of any court of competent jurisdiction; (3) voluntary resignation, or (4) removal pursuant to Section 6.7. An individual who has served two consecutive three-year terms as Governing Board member shall not be eligible to serve another term until two years have passed following the last day of such individual’s second consecutive term as Governing Board member.

6.5 Meetings of the Governing Board.

6.5.1 Quorum; Voting. Each Governing Board member shall have one vote on each matter coming before the Governing Board. The presence (in person, telephonically, or by proxy) of a majority of the members of the Governing Board then in office shall constitute a quorum of the Board for purposes of conducting business. Except for the appointment of the school principal, the approval of the school budget, the selection and financing of the school facility, and the removal of a Governing Board member, all of which shall require the consent of two-thirds of the Governing Board, and except as otherwise provided herein, the action of the Governing Board shall be by majority vote of all the Governing Board members then in office.

6.5.2 Meeting Place and Electronic Participation. Meetings of the Governing Board shall be called at places within the proposed or approved geographical service area for the school. All such meetings shall be called and held in accordance with the requirements of the Texas Open Meetings Act (“TOMA”). To the extent permitted by TOMA, members of the Governing Board may participate in a meeting of the Board by, and the Board may conduct meetings through the use of, any means of communication whereby all persons participating in the meeting can simultaneously communicate with one another, and participation at the meetings shall constitute presence in person at the meeting.
6.5.3 Notice. The Secretary or any Governing Board member performing the Secretary’s duties shall send notice by mail, email, facsimile, or other acceptable mode of transmittal to each member of the Board at his or her last recorded address at least ten (10) days in advance of in-person meetings except in the event of an emergency meeting, which shall be called and noticed in accordance with the TOMA. The Secretary or any Governing Board member performing the Secretary’s duties also shall post or cause to be posted a timely public agenda posting that complies with the TOMA. Attendance by a member of the Governing Board at any meeting (in person, telephonically or by proxy) shall constitute a waiver of notice of such meeting, except where a member of Governing Board attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

6.5.4 Attendance. Any member of the Governing Board unable to attend a meeting of the Board shall notify the Secretary and state the reason for his or her absence. If a member of the Board is absent from three (3) meetings in a fiscal year, he or she may be removed by a two-thirds vote of the Governing Board members.

6.5.5 Actions Without a Meeting. Notwithstanding any provision contained in this Agreement, any action of the Governing Board may be taken by written consent without a meeting. Any such action taken by the Board without a meeting shall be effective only if the written consent or consents are in writing, set forth the action so taken, and are signed by those members of the Board having at least the minimum number of votes that would be necessary to take the action at a meeting at which all members of the Board were present and voted.

6.6 Presumption of Assent. A Governing Board member who is present at a meeting of the Governing Board when Company action is taken is deemed to have assented to the action taken at the meeting unless the Governing Board member votes against, or abstains from, the action taken. The Secretary or any other officer performing the Secretary’s duties shall maintain accurate records of all votes of the Governing Board.

6.7 Resignation and Removal. Any Governing Board member may resign at any time by giving written notice to the Secretary, or to the Governing Board. Such resignation shall take effect at the time of acceptance thereof as determined by the Board. The Board may vote for the removal of a Governing Board member by a two-thirds majority of the Board members then in office and present at any regular or special meeting of the Board, which shall have the effect of removing a Board member upon the approval of the Member. The Member alone may remove a Board member if the Member reasonably believes it necessary to preserve the tax-exempt status of the Member.

6.8 Vacancies. If a vacancy should occur in the Governing Board, an individual shall be appointed to serve on the Board for the remainder of the vacating Governing Board member’s term. Such individual shall be appointed consistent with the criteria utilized to appoint the vacating Governing Board member and in the same manner as the vacating Governing Board member, as described in Section 6.1.
6.9 Third-Party Reliance. Third parties dealing with the Company shall be entitled to rely conclusively upon the power and authority of the Governing Board members as set forth herein, subject only to the express limitations set forth in this Agreement or by law.

6.10 No Duty to Consult. Except as otherwise provided herein, the Governing Board members shall have no duty or obligation to consult with or seek the advice of the Member in connection with the conduct of the business of the Company.

SECTION 7
OFFICERS

7.1 Appointment and Removal. The Governing Board may appoint individuals to serve as Officers, with certain powers, authority, and responsibility for the management of the Company’s business delegated to them pursuant to this Section 7.

7.2 Offices. The Officers may include a President, one or more Vice Presidents, a Secretary, and a Treasurer. Any Officer may hold two or more offices. A member of the Governing Board may serve as an Officer but shall not receive any salary for services as an officer.

7.3 Authority. The Officers of the Company shall have such authority to perform and shall perform such duties with respect to the management of the Company as are provided in this Agreement or as may be determined by the Governing Board.

7.4 Vacancies; Removal; Resignation. The selection of an Officer shall not of itself create any contract rights in favor of the Officer. An Officer shall hold office until he or she resigns, unless sooner removed from office by the Governing Board. Any Officer of the Company may be removed summarily with or without cause, at any time, by the Governing Board. Officer vacancies may be filled by the Governing Board without amendment to this Agreement.

7.5 Duties of Officers. The Officers will devote such time, effort, and skill in the management of the Company’s business affairs, as each deems necessary and proper for the Company’s welfare and success.

7.6 Standard of Care of Officers. The Officers shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Company, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. No Officer, by reason of being or having been an Officer, shall be liable to the Company or the Member or any other officer for any loss or damage sustained by the Company or the Member or any other officer unless the loss or damage shall have been the result of fraud, deceit, gross negligence, willful misconduct, or a wrongful taking by that Officer.

7.7 Duties of the President. The President of the Company shall directly report to and be responsible to the Governing Board. Upon request of the Member, the President shall provide the Member with full information as to the status and activities of the Company. The President shall be the Chairman of the Governing Board. The President shall preside at all meetings of the Governing Board. At each annual meeting of the Governing Board, the President or the
President’s designee shall report on the activities of the Company. The President may sign and execute in the name of the Company deeds, mortgages, bonds, contracts, or other instruments except in cases where the signing and execution thereof shall be expressly delegated by the Governing Board or this Agreement to some other officer or agent of the Company, or as otherwise required by law. The President shall perform these and such other duties as the Governing Board, with the consent of the Member, may from time to time prescribe, and as are incident to the office of President.

7.8 **Duties of the Vice President.** Each Vice President, if any, shall have such powers and duties as may from time to time be assigned by the Governing Board. Any Vice President may, when authorized by the Governing Board, sign and execute in the name of the Company, deeds, mortgages, bonds, contracts, or other instruments, except for the signing and execution of such documents as shall be expressly delegated by the Governing Board or President to some other Officer or agent of the Company, or as otherwise required by law.

7.9 **Duties of the Principal.** The Principal, if any, shall be the principal administrative officer of the Company. The Principal shall supervise and have general charge of all operating functions and activities of the Company and shall be charged with carrying out the policies, programs, orders and resolutions of the Governing Board. The Principal may employ, discharge and supervise, and determine the compensation of non-officer employees of the Company. The Principal shall keep the Governing Board fully informed of the business affairs of the Company. The Principal may sign and execute in the name of the Company such contracts for the provision of goods and services to the Company and such other instruments as are customarily executed by public charter school principals. The Principal shall perform these and such other duties as the Governing Board may from time to time prescribe, and as are incident to the office of public charter school Principal.

7.10 **Duties of the Treasurer.** The Treasurer, if any, shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the Company and shall deposit all monies and securities of the Company in such banks and depositories as shall be designated by the Governing Board. The Treasurer shall be responsible for (1) maintaining adequate financial accounts and records in accordance with generally accepted accounting practices; (2) the preparation of appropriate operating budgets and financial statements; (3) the preparation and filing of all tax returns that are required by law; and (4) the performance of all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Governing Board or the President. The Treasurer may sign and execute in the name of the Company deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Governing Board or by this Agreement to some other officer or agent of the Company or as otherwise required by law.

7.11 **Duties of the Secretary.** The Secretary, if any, shall act as secretary of all meetings of the Governing Board of the Company. The Secretary shall keep and preserve the minutes of all meetings in permanent books. The Secretary shall see that all notices which are required to be given by the Company are duly given and served; shall have custody of all deeds, leases, contracts, and other important Company documents; shall have charge of the books, records, and papers of the Company relating to its organization and management as a limited
liability company; shall see that all reports, statements, and other documents required by law (except tax returns) are properly filed; and shall in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Governing Board or the President.

SECTION 8
LIMITATION OF LIABILITY: INDEMNIFICATION

8.1 Limitation of Liability of Member. Except as otherwise prohibited for an organization exempt from taxation under I.R.C. § 501(c)(3), or otherwise provided by the Certificate of Formation, this Agreement, or the laws of Texas, the Member shall have no liability, merely as a member, for any liabilities or losses of the Company beyond the Member’s contribution.

8.2 Limitation of Liability of Governing Board Members. Except as prohibited by the laws of Texas, the liability of the Governing Board members and the Officers to the Company, to the Member, or to third parties shall be limited to the fullest extent permitted for an Company under the Texas Education Code, the BOC, and the I.R.C. § 501(c)(3).

8.3 Indemnification. The Company shall indemnify the Member, Officers, and the Governing Board members for all costs, losses, liabilities, and damages paid or accrued by the Member, Officers, or Governing Board members in connection with the business of the Company or because such person is a Member, Officer, or Governing Board member, to the fullest extent permitted for an organization exempt from taxation under I.R.C. § 501(c)(3). In addition, the Governing Board members shall cause the Company to advance to such persons the costs of participation in any judicial or administrative trial, hearing, or other proceeding, whether civil, criminal, or investigative. The Governing Board members may indemnify all other employees and agents of the Company for all costs, losses, liabilities, and damages paid or accrued by the agent or employee in connection with the business of the Company or because such person is an agent or employee, to the fullest extent provided or allowed under the BOC and to the fullest extent permitted for an organization exempt from taxation under I.R.C. § 501 (c)(3).

8.4 Defects as to Formalities. A failure to observe any formalities or requirements of this Agreement, the Certificate of Formation, or the BOC shall not be grounds for vitiating any contract or transaction of the Company, or imposing personal liability on the Member, Officers, or any Governing Board members for the liabilities of the Company.

SECTION 9
ACCOUNTS, BOOKS, RECORDS,
ACCOUNTING, REPORTS, AND TAX MATTERS

9.1 Books and Records. The Governing Board members or Officers shall keep or cause to be kept complete and accurate books of account, in which shall be entered fully and accurately each and every transaction of the Company and the records required to be maintained by the Company pursuant to the BOC, the Texas Education Code, and any governing state agency rules or regulations. The Company’s books and records shall be maintained at the
principal office of the Company or at such other place as the Company may from time to time
designate, and the Member shall at all reasonable times have access to and the right to inspect
and copy the books and records through a person designated by the Member.

9.2 **Tax Information.** The Company shall deliver to the Member as soon as possible
after the end of each taxable year the information relating to the Company that is necessary for
the preparation of the Member’s Form 990 and any other tax filings the Member is required to
make.

9.3 **Method of Accounting.** The records of the Company shall be maintained on the
same method of accounting as that of the Member.

SECTION 10
AMENDMENTS

Subject to any approval of the Member required by any nonvariable provision of the
BOC or as expressly required by this Agreement, this Agreement or the Company’s Certificate
of Formation may be amended from time to time only by a written instrument adopted by the
unanimous consent of the Governing Board. Any amendment that would adversely affect the
rights of the Members hereunder, impose additional obligations or liabilities on the Member
hereunder, or affect the status of the Member as an organization exempt from taxation under
I.R.C. § 501(c)(3) will require the prior written consent of the Member.

SECTION 11
DISSOLUTION AND WINDING UP

11.1 **Manner of Dissolution.** The Company shall be dissolved and its affairs wound up
upon the action of the Member.

11.2 **Effect of Dissolution.** Upon dissolution, the Company shall cease carrying on the
Company business (as distinguished from the winding up of the Company business), but the
Company shall not be terminated by the act of dissolution alone, and shall continue until the
winding up of the affairs of the Company is completed, and the certificate of termination is filed
with the Secretary of State.

11.3 **Distribution of Assets on Dissolution.** Upon the winding up of the Company, the
Company’s property shall be distributed as provided in the Certificate of Formation.

11.4 **Winding Up and Certificate of Termination.** The winding up of the Company
shall be completed when all debts, liabilities, and obligations of the Company have been paid
and discharged, or reasonably adequate provision for payment has been made, and all of the
remaining property and assets of the Company have been distributed to the Member. Upon the
completion of winding up of the Company, the Governing Board members or other person
designated by the Governing Board members shall file a certificate of termination with the Texas
Secretary of State. The certificate of cancellation shall set forth the information required by the
BOC.
SECTION 12
MISCELLANEOUS PROVISIONS

12.1 Entire Agreement. This Agreement represents the entire agreement of the Member.

12.2 Governing Law. This Agreement shall be construed and enforced in accordance with the laws of Texas and the BOC.

12.3 Rights of Creditors and Third Parties Under Agreement. This Agreement is entered into between the Company and the Member for the exclusive benefit of the Company, its Member, and their successors and assignees. This Agreement is expressly not intended for the benefit of any creditor of the Company or any other person. Except and only to the extent provided by applicable statute, no such creditor or third party shall have any rights under this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

SOLE MEMBER:
International Academy Williamson County
(a Texas nonprofit corporation)

By: [Signature]
Name: EILEEN JACKSON KUHN
Title: PRESIDENT
TCSA Model Board Policy Series

200.030 Mission & Vision

MERIDIAN WORLD SCHOOL
INTRODUCTION

The Model Board Policies for Charter Schools is a series of publications by the Texas Charter Schools Association (TCSA). These publications are an educational tool for charter school leaders to aid in the operation and management of open-enrollment charter schools in Texas.

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200.030. MERIDIAN WORLD SCHOOL’S MISSION & VISION

The Vision began in 2007 when parents seeking alternatives to the traditional offerings found in public and private schools decided to apply for a state charter to create a school that would educate students for the future and create lifelong learners.

An inquiry based curriculum and curriculum framework was selected after much research as the outstanding educational foundation with the shared vision of the lifelong learner. Meridian is currently an authorized school for the International Baccalaureate Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme. Our Mission Statement (below) is directly tied to our belief in the International Baccalaureate Learner Profile.

In August of 2011, Meridian School opened with 680 students in grades K-8. Meridian now serves grades K-12 with approximately 1600 students.

Mission Statement

Meridian School will provide an invigorating educational environment that develops responsible citizens who can artfully navigate our complex world and enjoy a good life with others. Each student will engage in diverse investigations, disciplined inquiry, and integrated service learning to cultivate intercultural awareness, creativity and mental acuity.

Vision Statement

The Vision began in 2007 when parents seeking alternatives to the traditional offerings found in public and private schools decided to apply for a state charter to create a school that would educate students for the future and create lifelong learners.

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TCSA Model Board Policy Series

200.040 Board Operating Procedures
MERIDIAN WORLD SCHOOL
INTRODUCTION

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200.40. BOARD OPERATING PROCEDURES
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Composition of the Board
Section 1.1. Number of Board Members. MERIDIAN WORLD SCHOOL’s Board shall consist of 5-9 members.

Section 1.2. Selection and Terms in Office. Shall be consistent with the Company Agreement.

Section 1.3. Officers. The Board shall consist of the following officer positions:

a. President
   i. The President of the Board is empowered to chair all Board meetings. In the President’s absence, authority to chair a meeting shall be delegated to another Board member.

b. Secretary
   i. The Secretary shall record the minutes of each Board meeting. In the Secretary’s absence, a Board member shall be designated to record the minutes.

c. Vice President
   i. The Vice President of the Board shall serve as chair at Board meetings in the President’s absence.

Section 1.4. Vacancies and Removals. Shall be consistent with the Company Agreement.

SECTION 2. Open Government
The Board shall comply with the Texas Open Meetings Act and the Texas Public Information Act.
SECTION 3. Annual Report on Charter Governance
The Chair of the Board, or the Chair’s designee, shall ensure that by November 1st of each year the annual report on charter governance is submitted to the Texas Education Agency.
TCSA Model Board Policy Series

200.060. Board Member Duties & Responsibilities

MERIDIAN WORLD SCHOOL
INTRODUCTION

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200.060. BOARD MEMBER DUTIES AND RESPONSIBILITIES
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Responsibility and Accountability
The Board of MERIDIAN WORLD SCHOOL assumes ultimate responsibility for the management, operation, and accountability of MERIDIAN WORLD SCHOOL.

SECTION 2. Fiduciary Duty
Each member of the MERIDIAN WORLD SCHOOL Board assumes the fiduciary duties of obedience, loyalty, and due care to MERIDIAN WORLD SCHOOL.

SECTION 3. Evaluation of the Head of School
The Board shall conduct a minimum of one performance evaluation per calendar year of the Head of School of MERIDIAN WORLD SCHOOL.

SECTION 4. Web Posting of Board Member Names
The names of the members of the board of the open-enrollment charter school shall be continuously posted on the homepage of the school’s Internet website.
TCSA Model Board Policy Series

200.080. Board Member Training

MERIDIAN WORLD SCHOOL
INTRODUCTION

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200.080. BOARD MEMBER TRAINING
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Board Member Training
Each member of the Board assumes responsibility for the required training.

SECTION 2. Record of Board Member Training
The Chair of the Board or the Chair’s designee shall maintain records concerning training hours.
TCSA Model Board Policy Series

200.100. Nepotism

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200.100. NEPOTISM

The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The Board of MERIDIAN WORLD SCHOOL shall comply with all applicable nepotism statutes and rules.

If a charter holder or charter school board member, an officer of the board of a charter school or charter holder, or a superintendent or chief executive officer of a school to whom the board of directors has delegated the final authority to select school employees, is related to one of the following individuals then that related individual may not be employed by the charter school:

![Chart showing nepotism diagram](chart.png)

*Charter Official includes charter holder board member, charter school board member, or officer of a charter school.
TCSA Model Board Policy Series

200.120. Conflicts of Interest

MERIDIAN WORLD SCHOOL
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200.120. **CONFLICTS OF INTEREST**

**SECTION 1. Substantial Interest in Real Property or Business Entity**

For purposes of compliance with Chapter 171 of the Texas Local Government Code, which relates to board members and other officers of the charter school doing business with the charter school, affected board members and employees must execute one or both of the attached affidavits, as appropriate.

**SECTION 1.1.** Affected board members or employees must timely file the executed affidavit with the official record keeper of the charter holder when circumstances require such a filing.

**SECTION 1.2.** The minutes of the board meeting during which a board member or employee submits an affidavit or abstains from a vote must clearly identify each person participating in the matter, each person abstaining, each person voting, and the vote of each person.

**SECTION 1.3.** An action taken subject to this section must be approved through a written resolution adopted by the governing board and signed by the board members voting in favor of it.

**SECTION 2. Managing Conflict Disclosure Form Records**

For purposes of compliance with Chapter 176 of the Texas Government Code, the Head of School or the Head of School’s designee must maintain a list of the charter holder’s local government officers and must make that list available to the public and any vendor required to file a Conflict of Interest Questionnaire (CIQ) form. Additionally, the Head of School or the Head of School’s designee must maintain the completed Conflicts Disclosure Statement (CIS) forms and CIQ forms in accordance with the charter school’s records retention schedule.

**SECTION 3. Web Postings of CIS and CIQ Forms**

The Head of School must ensure that completed CIS forms and CIQ forms are posted to the charter’s Internet website.
AFFIDAVIT FOR SUBSTANTIAL INTEREST IN REAL PROPERTY

State of Texas
County of ____________________________

I, ____________________________, a local public official under Texas law, do hereby swear and affirm that I have a substantial interest in the real property described below and that it is reasonably foreseeable that a board vote, decision, or other action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The nature and extent of my interest in the real property is as follows:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Address and Description of the Real Property:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Concerning the real property described above, I hereby affirm that ______ I have or ______ a person related to me within the third degree by blood (consanguinity) or marriage (affinity) has an equitable or ownership interest with a fair market value of $2,500 or more.

I further affirm that I will abstain from further participation on any matter before the School Board of Directors concerning this real property.

These statements are based on my personal knowledge and are true and correct.

Signed this ______ day of ______________________, 20XX.

____________________________________________________________
(Signature of Charter School Official)

____________________________________________________________
(Name of Charter School Official)
ACKNOWLEDGEMENT CERTIFICATE BY NOTARY PUBLIC:

This instrument was acknowledged before me this_____ day of ________________, 20XX, by _____________________________________________.

(Name of Charter School Official)

_____ Personally known or _____ Produced ________________________________ as identification.

(NOTARY SEAL)

(Signature of Notary Public)

(Printed Name of Notary)

Notary Public, State of Texas
AFFIDAVIT FOR SUBSTANTIAL INTEREST IN BUSINESS ENTITY

State of Texas
County of ________________________________

I, ________________________________, a local public official under Texas law, do hereby swear and affirm that I have a substantial interest in the business entity described below and that a board vote, decision, or other action on the matter will have a special economic effect on the business entity that is distinguishable from its effect on the public.

The nature and extent of my interest of the real property is as follows:

Address and Description of the Real Property:

Concerning the business entity named above, I hereby affirm that: 

____ own or owns 10% or more of the voting stock or shares of the business entity

____ own or owns 10% or more of the fair market value of the business entity

____ own or owns $15,000 or more of the fair market value of the business entity

____ received funds from the business entity that exceeded 10% of the person’s gross income for the previous year.

I further affirm that I will abstain from further participation on any matter before the ____________________________

School Board of Directors concerning this business entity.

These statements are based on my personal knowledge and are true and correct.

Signed this _____ day of __________________________, 20XX.

(Signature of Charter School Official)

(Name of Charter School Official)
ACKNOWLEDGEMENT CERTIFICATE BY NOTARY PUBLIC:

This instrument was acknowledged before me this _____ day of _________________, 2010., by ________________________________

(Name of Charter School Official)

____ Personally known or ____ Produced ________________________________
as identification.

(NOTARY SEAL)

______________________________
(Signature of Notary Public)

______________________________
(Printed Name of Notary)
Notary Public, State of Texas
TCSA Model Board Policy Series

200.140. Restrictions on Serving as a Board Member or Officer

MERIDIAN WORLD SCHOOL
INTRODUCTION

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200.140. RESTRICTIONS ON SERVING AS A BOARD MEMBER OR OFFICER
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Criminal History Records
   SECTION 1.1. Criminal Background Check for Members of the Board. Before an individual becomes a member of the Board, and every third year thereafter, the Chair of the Board or the Chair’s designee shall ensure that all criminal history record information is obtained, as frequently as the law requires, from the Texas Department of Public Safety.

   SECTION 1.2. Criminal History Background Checks for Officers of the Charter School. Before an individual becomes an officer of the charter school, the Head of School the Head of School’s designee shall ensure that all criminal history record information is obtained from the Texas Department of Public Safety. After the initial check, the Head of School the Head of School’s designee shall ensure that such a criminal history check is conducted as frequently as the law requires.

   SECTION 1.3. Confidentiality. The Head of School of MERIDIAN WORLD SCHOOL shall ensure that criminal history information is released only to legally authorized entities.

SECTION 2. Majority of Board Members as Qualified Voters
The Board shall ensure that at all times at least a majority of the members of the Board are qualified voters in the state of Texas.
TCSA Model Board Policy Series

200.160. Compliance Records on Nepotism, Conflicts of Interest & Restrictions on Serving

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200.160. COMPLIANCE RECORDS ON NEPOTISM, CONFLICTS OF INTEREST, & RESTRICTIONS ON SERVING
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance Record Maintenance
The Head of School shall maintain the compliance records for state conflict of interest standards as required by law.

SECTION 2. Compliance Form
As a means toward complying with this policy, the Head of School may require each member of the governing body of the charter holder, each officer of the charter school, each member of the governing body of charter school, and each employee of the charter school to complete the form template attached this policy.
COMPLIANCE RECORD FOR STATE CONFLICT OF INTEREST STANDARDS

Date of Completion by the Named Individual

Date of Expiration of this Compliance Record

(i.e., three years after the date of completion)

Name:

Title:

Indicate whether you are:

_____ member of governing body of charter holder

_____ officer of the charter school (including a chief executive officer, a central administrative officers, a campus administration officer, or a business manager; or a volunteer working under the direction of a charter holder, charter school, or management company)

_____ member of governing body of charter school

_____ employee of a charter school (anyone employed by the charter who is not considered an “officer of the charter school” as defined above.

Describe your specific powers and duties:

State legal name of the individual:

Current Legal Name:

Aliases:

Formerly Used Names (including maiden name):

Provide a full and complete list of your business interest in or transactions with any charter holder, charter school, or management company:
List all of your relatives within the third degree of by blood and by marriage who:

1. are employed by the charter holder or charter school:

2. conduct business transactions with the charter holder or charter school:

3. serve on the governing body of the charter holder or charter school:

4. have a substantial interest in a management company:
TCSA Model Board Policy Series

200.200. Head of School Power & Duties

MERIDIAN WORLD SCHOOL
INTRODUCTION

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200.200. HEAD OF SCHOOL
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Powers & Duties
SECTION 1.1. Non-Delegable Powers and Duties. The Head of School shall not delegate the following powers and duties:
   a. Organizing the charter school’s central administration;
   b. Approving reports or data submissions required by law; and
   c. Selecting charter school employees or officers.

SECTION 2. Training
The Head of School shall comply with and keep accurate records concerning the commissioner of education rules governing training of open-enrollment charter Head of Schools.

SECTION 3. Annual Evaluation
The Board of Directors shall conduct an annual evaluation of the Head of School.

SECTION 4. Development of Administrative Procedures
The Head of School, or the Head of School’s designee, shall develop administrative procedures by which to implement Board policy.

SECTION 5. Posting of Head of School Salary
Each year the Head of School, or the Head of School’s designee shall post the salary of the Head of School on its Internet website.
TCSA Model Board Policy Series

200.230. Evaluation of Performance in Community and Student Engagement; Compliance

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200.230 EVALUATION OF PERFORMANCE IN COMMUNITY AND STUDENT ENGAGEMENT; COMPLIANCE

SECTION 1. Evaluation of Performance
This policy is effective with the 2013-2014 school year. The board of directors of MERIDIAN WORLD SCHOOL shall appoint a local committee to evaluate the school's performance and the performance of each campus of the charter school in community and student engagement and in compliance. The following programs or specific categories of performance must be evaluated at each campus:

1. Fine arts
2. Wellness and physical education
3. Community and parental involvement
4. 21st Century Workforce Development Program
5. Second Language Acquisition Program
6. Digital Learning Environment
7. Dropout Prevention Strategies
8. Gifted & Talented Educational Programs
9. The record of the charter school and each campus regarding compliance with statutory reporting and policy requirements.

After conducting the evaluation of the school and each campus’s performance in the categories set forth above, the local committee shall assign a proposed rating for each category based on the criteria described below using supporting evidence from the campus or district. The local committee shall present the proposed ratings to the Board of Directors for review and approval, along with the underlying evidence to support the assignment of each rating.

SECTION 2. Method and Criteria for Evaluation
The Head of School or Head of School’s designee, shall complete the TCSA Quality Framework, which provides an objective and comprehensive evaluation for each category required above.

The following criteria shall be used to evaluate the performance of the school and each campus in the categories described above:

1. The record of the charter school and each campus regarding compliance with statutory reporting and policy requirements; and
2. The criteria set forth in the guidance document provided through the TCSA Quality Framework regarding performance of the school and each campus of the school in the applicable categories.

SECTION 3. Final Performance Rating & Report to the Texas Education Agency
No later than final PEIMS submission of each year, the Board of Directors shall review and approve the proposed performance ratings as presented by the local committee. The local committee shall submit the ratings to the Public Education Information Management System (PEIMS) in accordance with the reporting requirements and timelines specified in the PEIMS Data Standards and the Texas Education Data Standards applicable for that school year. By no later than August 8th of each year, the local committee shall make the final ratings public on the school’s website.