



TCSA Model Board Policy Series

Module 200: *Charter School Governance & Organization 2015*
Charter Board Policy for
University of Texas-University Charter 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.

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 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 and regulations. We encourage you to renew your subscription to the policy series after each update 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.

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Module 200: *Charter School Governance & Organization 2015*

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: Financial Operations

Module 300: General School Operations

Module 400: Students

Module 500: Open Government

Module 600: Human Resources

Legal Abbreviations Used in the TCSA Model Board Policy Series

<u>C.F.R.</u>	<u>Code of Federal Regulations</u>
<u>Tex. Admin. Code</u>	<u>Texas Administrative Code</u>
<u>Tex. Bus. Org. Code</u>	<u>Texas Business Organization Code</u>
<u>Tex. Educ. Code</u>	<u>Texas Education Code</u>
<u>Texas Gov't Code</u>	<u>Texas Government Code</u>
<u>Tex. Labor Code</u>	<u>Texas Labor Code</u>
<u>Texas Local Gov't Code</u>	<u>Texas Local Government Code</u>
<u>Tex. Rev. Civ. Stat.</u>	<u>Texas Revised Civil Statutes</u>
<u>U.S.C.A.</u>	<u>United States Code Annotated</u>

200.010. UT-UCS MISSION & VISION

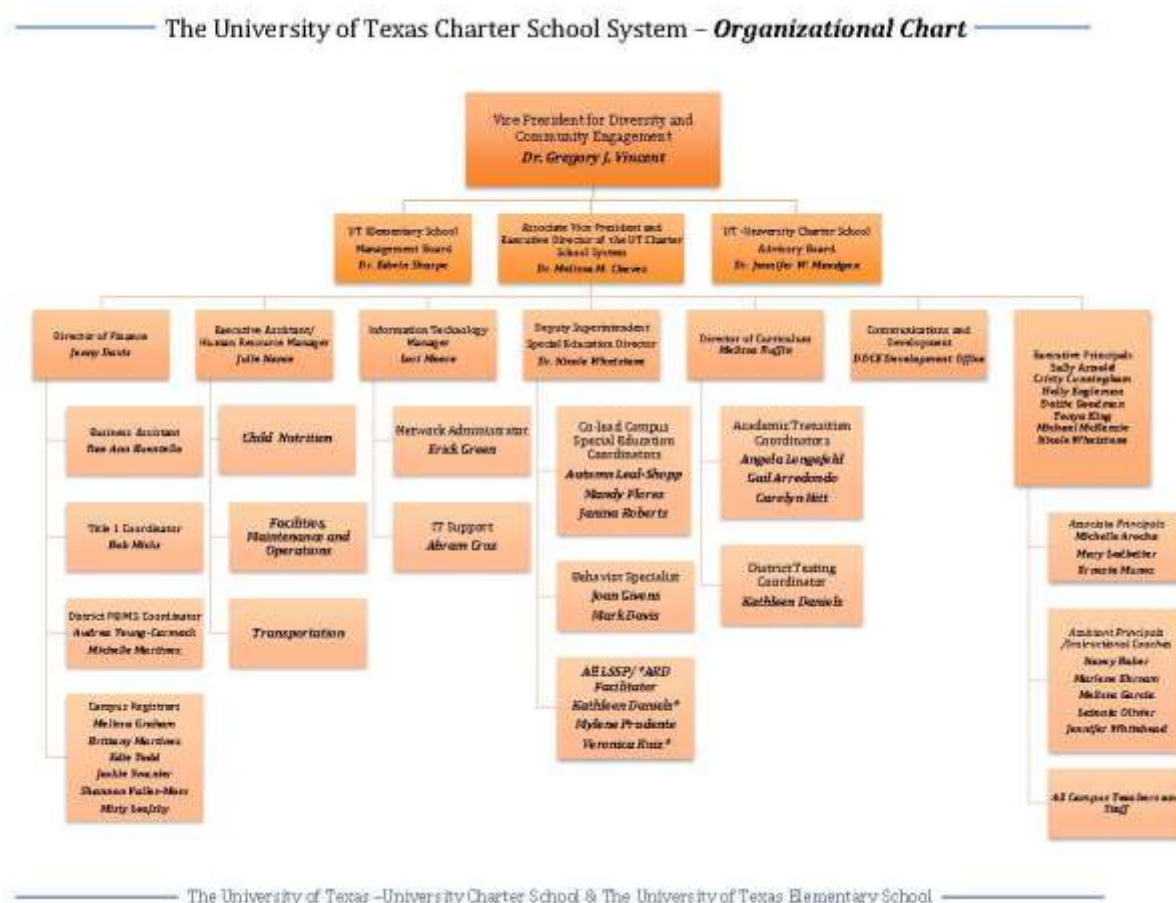
SECTION 1. Mission

The University of Texas – University Charter School’s mission is to provide exceptional educational opportunities, by creating safe environments and holding high expectations for all.

SECTION 2. Vision

In full partnership with our communities, the University of Texas – University Charter School’s vision is to provide the best educational system for students in unique settings where each student will achieve academic, social and emotional well-being.

SECTION 3. Organization Chart



200.020 CORPORATE STRUCTURE

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Name

The Name of this organization shall be the University of Texas – University Charter School (UT-UCS).

SECTION 2. Authority

The Texas Education Agency pursuant to Chapter 12, Subchapter E of the Texas Education Code, issued a charter to The University of Texas at Austin to operate the UT- UCS. The governing board of the charter-holder, the University of Texas Board of Regents, pursuant to *Regents’ Rules and Regulations* Series 40901, has delegated the responsibility for the operation and oversight of UT-UCS to the President of the UT- Austin.

SECTION 3. Governance Structure

SECTION 3.1. Vice President. The President has delegated the responsibility for the operation and oversight of UT-UCS to the Vice President for Diversity and Community Engagement (DDCE), while reserving the authority to make an annual report to the Board of Regents that details the activities and performance of UT-UCS and to appoint the members of the Board. The Superintendent of UT-UCS is appointed by and serves at the pleasure of the President and the VP for DDCE.

SECTION 3.2. Advisory Board (“Board”). The President appoints and authorizes the members of the Board to advise and make recommendations to the Superintendent on matters related to the management, operation, and accountability for UT-UCS.

SECTION 3.3. Superintendent. The VP for DDCE appoints the UT-UCS Superintendent upon the advice and recommendation of the Board. The Superintendent, who reports to the VP for DDCE or delegate, is UT-UCS’ central administration officer and performs the duties as provided in the Charter.

SECTION 4. Advisory Board Purpose

The purpose of the Board is to advise and make recommendations to the Superintendent on matters similar to those considered by the Board of Trustees of an independent school district and in accordance with the following established mission: The University of Texas – University Charter School’s mission is to provide access to effective educational opportunities for unique learners by creating safe environments and holding high expectations for all.

200.040. BOARD OPERATING PROCEDURES

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Composition of the Advisory Board

SECTION 1.1. Number of Board Members. The Board shall consist of seven voting members, a majority of whom must be faculty or staff members of The University of Texas at Austin and two permanent, ex-officio non-voting members: the VP for DDCE or a designee and the Superintendent of UT-UCS who also serves as an officer of the Board. Prior to serving on the Board, DDCE staff member’s job responsibilities will be screened to ensure that there is no conflict of interest that prevents the DDCE staff member from serving on the board.

SECTION 1.2. Selection and Terms in Office. The Bylaws of the Board control the method by which board members are selected and the board member terms of office.

SECTION 1.2.1. Appointment of Voting Members of the Board. The President appoints the voting members of the Board. As places for voting members become vacant, the Board shall nominate and recommend replacements to the President, via the VP for DDCE, for consideration and appointment.

SECTION 1.2.2. Term of Appointment. The individuals the President appoints to voting positions shall serve three-year terms. No appointed member shall serve more than two consecutive terms. Any person who has served six or more consecutive years as a member shall be deemed to have submitted their resignation. The President of UT Austin shall be deemed to have accepted such resignation, unless the Board nominates such member to serve an additional term and the UT Austin President makes the appointment.

SECTION 1.2.3. Board Places. Board members representing each of the Places (One – Seven) will be appointed to the board on staggered terms. The UT-UCS administrative staff will maintain the records outlining a member’s terms of appointment. The Nominating Standing Committee of the Board will review these records on an annual basis prior to initiating the nominating process.

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

a. Chair. The President, in consultation with the VP for DDCE, appoints the Chair from the nominations by the Board from among the voting members. The Chair must be a UT-Austin employee and serves at the pleasure of the President. The Board Chair is empowered to chair all board meetings. In the Chair’s absence, authority to chair a meeting shall be delegated to the Vice-Chair. The Chair shall perform all duties incidental to the office of Chair and other duties as may be prescribed by the charter. The Chair shall in general supervise and control all of the business and administrative affairs of the UT-UCS. Except as otherwise stated in

these bylaws, the Chair shall have the power to appoint the members and chairs of each standing and ad hoc committee, to fill vacancies and to change the chair and/or membership of any committee at any time. The Chair shall be a member of and preside at all meetings of the Board and the Executive Committee, and shall be an ex officio member of each standing and ad hoc committee. When authorized by a duly adopted resolution of the Board and University of Texas rules and regulations, the Chair may sign documents in the name of UT-UCS.

b. Vice-Chair. The Board will elect the Vice Chair by nominations from the floor and via voice vote. The Vice Chair shall perform duties as provided in the charter and other duties assigned by the Chair. In the Chair's absence, disability, or incapacity to act, the Vice Chair shall preside over meetings of the Board and shall perform the duties of the Chair. When so acting, the Vice Chair shall have all the powers and be subject to all the restrictions of the Chair.

c. Superintendent. The Superintendent shall be the central administration officer of the UT-UCS. They shall be in charge of and responsible for the supervision of all aspects of the administration, management and operation of the UT- UCS, subject only to the policies and procedures established by the Board and the direction and control of the Board. In general, the Superintendent shall have the usual powers and duties pertaining to the office of the Superintendent, and the Board may prescribe such additional duties from time to time. The Superintendent shall be empowered with all authority necessary to perform the duties of the Superintendent, which shall include, but not be limited to:

- (a) Recommend the establishment of curricula and standards appropriate for achieving the mission and goals of the UT-UCS;
- (b) prepare and recommend to the Board annual and long range plans, and capital and operating budgets for the UT-UCS, and manage all activities of the UT-UCS in accordance with the plans and budgets approved by the Board;
- (c) employ, evaluate, suspend and discharge faculty and staff on the basis of merit, appropriate conduct, performance of their duties or other reasons in accordance with University of Texas at Austin policies;
- (d) enroll, evaluate, suspend or expel students on the basis of merit, appropriate conduct, fulfillment of obligations to the UT-UCS or other reasons in accordance with University of Texas at Austin policies;
- (e) receive and collect state and federal funds, fees, contributions and other revenues or credits payable to the UT-UCS and deposit such moneys into the bank accounts of the UT-UCS;
- (f) within the limits of the applicable authorizations to contract and/or authorizations for expenditure approved by the Board, tender and award contracts, incur expenses and make payments necessary for the proper operation and management of the UT-UCS; provided that before incurring any commitment or expense, including without limitation, commitments and expenses for the provision of services, for the purchase of books, equipment, materials and supplies, for the construction or modification of facilities, or for

the repair and maintenance of facilities, grounds and other property of the UT-UCS, the Superintendent shall obtain from the Board, or its delegate, an authorization to contract and/or an authorization for expenditure;

(g) keep full and complete records and accounts of all administrative, educational, financial, operational and capital development activities of the UT-UCS, and inventories of all property of the UT-UCS;

(h) serve as an *ex officio* and non voting member of and attend all meetings of the Board and of the various committees of the Board, other than meetings from which the Chair of the Board has excused the Superintendent;

(i) report to and advise the Board concerning the faculty, the students, the facilities, the educational and other activities, the financial condition, the capital development activities and such other aspects of the UT-UCS as the Board may require from time to time. The Superintendent shall prepare and present interim reports at each meeting of the Board and such other times as the Board may require, and complete reports at the end of each fiscal year;

(j) represent the decisions and policies of the Board to faculty, staff, students, parents and other constituencies of the UT-UCS in an accurate manner that does not negatively or inappropriately characterize the position or vote of any individual Board member; and

(k) implement the policies, procedures and obligations of the UT-UCS and the decisions of the Board to the best of their ability, and perform duties in a proper, effective and fiscally sound manner and in accordance with University of Texas at Austin policies and all applicable laws and regulations.

(l) The Superintendent may delegate such portion of their duties and authorities, as they deem appropriate, provided that the Superintendent shall retain ultimate responsibility for the performance of such duties.

SECTION 1.4. Board Committees.

SECTION 1.4.1. Executive Committee. There shall be an Executive Committee, which shall consist of the Chair, Vice Chair, Superintendent, and such other persons as the Board may designate from time to time. The Executive Committee shall have and exercise all of the authority of the Board to manage the business and affairs of the UT-UCS between Board meetings, except where action of the Board is required by law or these bylaws. All actions of the Executive Committee shall be subject to ratification of the Board. The Chair of the Board shall act as the Chair of the Executive Committee. The Executive Committee shall meet at the request of the Chair. The notice, waiver and voting provisions set out in Article IX above for meetings of the Board shall also be applicable to meetings of the Executive Committee. A quorum for any Executive Committee meeting shall be constituted if a majority of the members of the Executive Committee are present in person or by telephone at such meeting.

SECTION 1.4.2. Standing Committees. There shall be the following standing committees:

- (1) Development Committee
- (2) Education and Research Committee
- (3) Bylaws Committee
- (4) Finance Committee;
- (5) Nominating Committee
- (6) Other standing committees deemed necessary by the Advisory Board.

Each standing committee shall advise the Board on matters within the scope of its duties as set out in the then current Board Handbook and on such other matters as the Board may designate from time to time.

The standing committees shall have the authority only to make recommendations to the Board, and to exercise, to the extent permitted by law, University of Texas at Austin regulation, or these bylaws, such additional powers as may be granted from time to time by the Board. For the avoidance of doubt, no standing committee shall have the right to expend funds or to commit to expend funds without the express authority of the Board.

Each standing committee shall consist of any number of Board members. The chair of each standing committee shall be a Board member appointed by the Chair of the Board. Standing committees may include voting non-Board members designated by the chair of such standing committee.

SECTION 1.5. Vacancies and Removals. The Bylaws of the Board control the method by which board vacancies are filled and the method by which members are removed. Vacancies and replacement of out-going voting members shall be filled by presidential appointment upon advice and recommendation of the Board via the VP for DDCE.

SECTION 1.5.1 Misconduct. The Board may make a recommendation to the President to remove any voting member of the Board for cause, which includes but is not limited to: willful misconduct, moral turpitude, unmanaged personal, financial, or institutional conflicts of interest, or for any other matter that impedes or appears to impede execution of board duties. A recommendation to remove a voting member of the Board must be supported by a majority vote of the Board at a meeting at which a quorum of the voting membership is present.

SECTION 1.5.2. Absence. The Chair shall send any member of the Board who is absent from three regularly scheduled meetings of the Board written notice offering the opportunity to resign, or appear at the next regularly scheduled Board meeting to present the member's reasons for such absences. Such written notice shall also advise the member that the member's failure to appear at the next regularly scheduled meeting and to present the reasons for such absences will constitute an affirmation of the member's resignation from the Board. If the member fails to appear the Board shall find that the member has resigned and convey that finding to the President via the VP for DDCE.

SECTION 1.5.3. Resignation. A member may resign from his or her position as Member of the Board by notifying the President of UT Austin and the Board Chair in writing. The resignation shall be effective when received.

SECTION 2. Board Meetings and Public Records

SECTION 2.1. Open Meetings. The Board shall comply with the Texas Open Meetings Act and the Texas Public Information Act. The Board agenda shall be formulated by the Superintendent, who, after consultation with the Chair of the Board, shall post the agenda as part of the meeting notice in advance, in accordance with the Texas Open Meetings Act. Written notices of all meetings stating the date, place, agenda, and time shall be sent by UT-UCS administrative staff not less than five (5) nor more than thirty (30) days before the date of the meeting to each member of the Board prior to the holding of such meetings. The notice shall clearly state the purpose and the business to be transacted at the meeting. Notice may be delivered personally, by facsimile transmission, by mail or electronic mail. In accordance with the Texas Open Meetings Act Chapter 551, the notice of the meeting must be posted in a place readily accessible to the public at all times for at least 72 hours before the scheduled time of the meeting, unless there exists an emergency or urgent public necessity in which case the notice of the meeting or supplemental notice of subject added to the meeting shall be posed at least 2 hours prior to the meeting.

SECTION 2.2. Frequency of Meetings. Meetings of the Board shall be conducted once a month from August through June unless the Board Chair in consultation with the Superintendent determines a meeting is unnecessary. Special meetings of the Board shall be called by the Chair of the Board at such times as the Chair of the Board may elect, or on the written request of two (2) or more members. Regular or special meetings shall be held at any suitable location in Travis County, Texas, or at such other location outside Travis Country, Texas as the Board may determine.

SECTION 2.3. Conduct of Business. The business of the Board shall be conducted in accordance with Roberts Rules of Order, rules and regulations of the State Board of Education, The University of Texas System Board of Regents, and The University of Texas at Austin, as well as applicable state and federal laws, in particular the Texas Open Meetings Act.

SECTION 2.4. Minutes. The Superintendent's administrative staff shall be responsible for drafting the minutes of all meetings of the Board and shall see that any and all legal notices are duly given as required by law.

SECTION 2.5. Board Actions. The presence of more than one-half of the Board membership (not including vacant seats) shall constitute a quorum of that body. Any action taken by the majority of the Board at any meeting at which a quorum is present shall be an act of the Board.

As provided by Texas Government Code § 551.071- 555.076, the Board shall have the authority to discuss items regarding personnel, contracts under negotiation, security, or salary in executive session and reconvene in an open meeting to record the votes on such items.

All actions taken by a majority Board vote are final and not subject to amendment without a majority Board vote.

SECTION 2.6. Board Votes. Each member of the Board shall be entitled to one vote. Voting by proxy is not allowed.

A final recommendation or vote on a matter deliberated in a closed meeting may only be made in an open meeting.

SECTION 2.7. Waiver of Defects. Each Board member present at a meeting in person shall be deemed to have waived any objection to defects in the calling or notice of a meeting of the Board, unless prior to the adjournment of the meeting such Board member submits to the Chair a written objection setting out the basis for such objection.

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.

200.060. BOARD MEMBER DUTIES AND RESPONSIBILITIES

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Responsibility and Accountability

The Board provides recommendations to the VP, who assumes ultimate responsibility for the management, operation, and accountability of UT-UCS.

SECTION 1.1. Roles and Responsibilities. The Board is an oversight and advisory body that makes recommendations and advises the Superintendent to ensure educational excellence, fiscal accountability, compliance with university, state and federal policies, procedures, rules, regulations, laws and any matters set out in the Charter. More specifically, it is the responsibility of the Board to:

- a. Review annual operating and capital budgets and make recommendations to the President of UT Austin for their approval and submission to the UT Board of Regents;
- b. monitor the budget monthly to identify material variances;
- c. annual external audit of UT-UCS financial statements;
- d. assist the VP for DDCE in the recruitment and interviewing of candidates for Superintendent, and to submit a recommendation of a candidate to the VP for DDCE and the President of UT Austin for appointment in accordance with university policy;
- e. generation of Board Nominees and recommendations of new Board appointees to the VP;
- f. review all lease arrangements and make recommendations for the approval of the UT Austin President;
- g. engage in fundraising in accordance with university policy;
- h. review proposed school education policies, including policies relating to admissions, student goals and assessments, student conduct and student dress code, and make recommendations for the adoption of policy to the President of UT Austin in accordance with university procedures;
- i. development of faculty contracts, Student Information Guide and the Student Code of Conduct;
- j. review parental grievances that the Superintendent is unable to resolve at the school level;
- k. complete any required performance evaluation for the Superintendent in accordance with university policy;
- l. exercise any other powers delegated to it by the President of the University of Texas at Austin.

SECTION 1.2. Response to Complaints from Parents. The Board, through the UT-UCS Student Information Guide, will establish clear channels of communication and clear grievance procedures. The Superintendent will handle complaints of parents. If the problem cannot be resolved at the school level, parents can petition the Board, per procedures in the Student Information Guide, for review.

SECTION 2. Fiduciary Duty

Each member of the Board assumes the fiduciary duties of obedience, loyalty and due care to UT-UCS.

SECTION 3. Delegation

SECTION 3.1. General Rule. The governing body's powers and duties to operate the charter school shall not be delegated, transferred, assigned, encumbered, pledged, subcontracted, or in any way alienated by the board of the charter holder except as provided by law. Any attempt to do so shall be null and void and of no force or effect, and shall constitute abandonment of the contract for charter.

<http://www.utsystem.edu/bor/rules/40000Series/40901.pdf>

200.080. BOARD MEMBER TRAINING

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Board Member Training

Each member of the Board assumes responsibility for the required training.

SECTION 2. Record of Board Member Training

The Superintendent shall maintain records concerning training hours of each member of the Board.

200.100. NEPOTISM

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

The Board shall comply with all applicable nepotism statutes and rules, including the University of Texas-Austin Individual Conflicts of Interest Policy, unless a statutory or regulatory exception applies.

<http://policies.utexas.edu/policies/employment-close-relatives-nepotism>

200.120. CONFLICTS OF INTEREST

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. UT Austin Policy

For purposes of compliance with Chapter 171 of the Tex. Local Gov’t 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 comply with all affidavit and disclosure requirements applicable to UT-UCS pursuant to 19 Tex. Admin. Code § 100.1017, including, but not limited to, The University of Texas at Austin Individual Conflicts of Interest Policy.

<http://policies.utexas.edu/policies/individual-conflicts-interest>

SECTION 1.1. Compensation. Board members shall not receive any salary or compensation for their services, but may as authorized by university policy receive reimbursement for reasonable expenses incurred in carrying out any of their duties as members.

SECTION 2. Managing Conflict Disclosure Form Records

For purposes of compliance with Chapter 176 of the Texas Government Code, the VP or 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.

SECTION 3. Web Posting Requirement

The VP or designee must ensure that completed Conflicts Disclosure Statement forms (CIS forms) and CIQ forms are posted to the UT-UCS Internet website.

200.140. RESTRICTIONS ON SERVING AS A BOARD MEMBER OR OFFICER

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Criminal History Records

<http://policies.utexas.edu/policies/criminal-background-checks>

Section 1.1. Criminal Background Check for Members of the Advisory 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 Superintendent or designee shall ensure that all criminal history record information is obtained from the Texas Department of Public Safety. After the initial check, the Superintendent or designee shall ensure that such a criminal history check is conducted as frequently as the law requires.

Section 1.3. Confidentiality. The Superintendent or designee shall ensure that criminal history information is released only to legally authorized entities.

200.160. COMPLIANCE RECORDS ON NEPOTISM, CONFLICTS OF INTEREST & RESTRICTIONS ON SERVING

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Compliance Record Maintenance

The Superintendent or designee shall maintain the compliance records for state conflict of interest standards as required by law and The University of Texas at Austin Individual Conflict of Interest Policy.

[http://www.policies.utexas.edu/policies/individual-conflicts-interest;](http://www.policies.utexas.edu/policies/individual-conflicts-interest)
<http://policies.utexas.edu/policies/conflicts-interest-conflicts-commitment-and-outside-activities>

SECTION 2. Compliance Form

As a means toward complying with this policy, the Superintendent or designee 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 designated by the University of Texas at Austin.

<http://www.utexas.edu/compliance/wp-content/uploads/guide.pdf>

200.200. ADMINISTRATION OF UT-UCS

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Powers & Duties

Section 1.1. Delegated Powers & Duties. Pursuant to a charter amendment authorized by the commissioner of education the following powers and duties are delegated to the VP:

- a. Appointment of the Chair from nominations of the Board;
- b. Appointment of the Superintendent upon the advice and recommendation of the Board;
- c. Approval of policies recommended by the Superintendent and reviewed by the Board;
- d. Approval of any other action taken by the Board.

The VP has delegated to the Superintendent the following powers and duties:

- a. Organizing the charter school’s central administration;
- b. Approving reports or data submissions required by law;
- c. Selecting charter school employees or officers;
- d. Planning, operation, supervision and evaluation of the charter school’s educational programs, services, personnel and facilities;
- e. Managing the charter school’s day-to-day operations as its administrative manager;
- f. Preparing a proposed budget and submitting it to the Advisory Board for review and making recommendations to the VP for approval;
- g. Recommending policies to be reviewed by the Board and approved by the VP;
- h. Overseeing the implementation of policies approved by the VP; and
- i. Providing leadership for the attainment of student performance based on the indicators adopted under Tex. Educ. Code, § 39.051, or adopted by the VP.

SECTION 2. Training

The VP or designee shall comply with and keep accurate records concerning the commissioner of education rules governing training of open-enrollment charter VPs.

SECTION 3. Development of Administrative Procedures

The Superintendent or designee shall develop administrative procedures by which to implement Board policy.

200.220 CAMPAIGN CONTRIBUTIONS TO THE STATE BOARD OF EDUCATION

Pursuant to a delegation amendment to the UT-UCS charter approved by the commissioner of education, the Advisory Board (“Board”) of UT-UCS recommends the following policy, which shall be effective on the date that the policy is approved by the Vice President (“VP”) of the Division of Diversity and Community Engagement, hereinafter referred to as the VP of UT-UCS.

SECTION 1. Disclosure

Section 1.1. Disclosure. Board members, employees and agents of UT-UCS shall disclose whether, at any time in the preceding four years, the person, corporation or other legal entity made a campaign contribution to a candidate for, or to a member of the State Board of Education (SBOE).

Section 1.2. In Writing. The disclosure will be made in writing to the commissioner of education within the timeline and in the format established by the SBOE Rule.

SECTION 2. Benefits Conferred

Board members, employees and agents of UT-UCS shall disclose in the same manner, as stated in Section 1.2 of this policy, any benefit conferred on a candidate for, or member of, the SBOE during the preceding four years.

SECTION 3. Continuing Duty to Report

UT-UCS, its employees and agents have a continuing duty to report contributions or expenditures benefiting a candidate for, or member of, the State Board of Education made during the term of a contract, grant or charter and shall, within 21 calendar days, notify the commissioner of education upon making a contribution or expenditure covered by this section.

SECTION 4. Political Advertising

The VP shall ensure that no state funds are expended by UT-UCS for any political advertising.

<http://www.policies.utexas.edu/policies/prohibitions-political-activity>