

IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL
EXECUTIVE BENEFITS

Sec. 1. PURPOSE OF POLICY.

Through this policy, the Board of Directors (hereafter, the “Board”) of IDEA Public Schools (hereafter, “IDEA”) shall address applicable legal requirements, including:

- (a) Texas Business Organizations Code (“Tex. Bus. Org. Code”) Sections 3.101, 22.201, 22.221 and 22.235;
- (b) Texas Education Code (“Tex. Ed. Code”) Sections 12.115(a)(2) and 12.121; and
- (c) Texas Administrative Code, Title 19 (“19 TAC”), Sections 100.1033 and 100.1101.

Sec. 2. AUTHORITY OVER FISCAL MATTERS.

Sec. 2.1. In accordance with state law, the Board has primary and ultimate authority over fiscal matters. If a matter or decision-making process is not addressed in this or other duly adopted policies of the Board, authority rests with the Board. In the event of a conflict between this policy and any other Board policy, such conflict shall be brought to the Board for resolution. Refer to the Board’s Authority Over Fiscal Matters Policy (the “Controlling Policy”) f

CIVIC ORGANIZATION MEMBERSHIP.

The Board may provide for membership and dues for the Chief Executive Officer/Superintendent (“CEO”) (and for Regional leadership) into local civic organizations that may help support IDEA and its mission (for example, chamber of commerce, Rotary organizations and the I ¹ ¹ ng Policy, at th also join organizations to benefit and represent IDEA) for primarily profes Related fees and expenses should be paid using non-public funds. Such required, be reported as taxable fringe benefits to the CEO (and other off 5(a) through 5(k) of the Controlling Policy), in accordance with U.S. Tre

Sec. 4. P

PERSONAL ASSISTANT.

As authorized by the Board, IDEA may provide the CEO with an assistant/driver to assist the CEO in travelling to IDEA-related functions and to perform miscellaneous IDEA work tasks on the

er the conclusion of each month, the assistant/driver
a signed, written statement certifying that the

¹ Tex. Ed. Code § 12.1054; 19 TAC §§ 100.1131 through 100.1135
² 19 TAC § 100.1047(f)
³ Tex. Ed. Code § 12.1166

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assistant/driver did not perform any activities, functions, or services that would appear to be personal in nature to any reasonable, ordinary person and that the tasks they performed at the behest of the CEO were directly related to the CEO's official duties. To facilitate this certification, the CEO shall provide to the assistant/driver a signed, written statement delineating the CEO's official duties, as approved by the Board.

Sec. 5. EXECUTIVE ASSISTANTS AND OTHER PERSONNEL.

An officer, as defined in Sec. 5 of the Controlling Policy, who employs an executive assistant or other employee under their supervision shall not direct or otherwise require that said assistants perform any services or assignments that are personal in nature and are not otherwise directly related to IDEA's business functions. Within five (5) business days after the conclusion of each biennium, any such assistant shall prepare and provide to the Delegates a signed, written statement certifying that the assistant or employee did not perform any activities, functions, or services that would appear to be personal in nature to any reasonable, ordinary person and that the tasks they performed at the behest of the officer were directly related to the officer's official duties. To facilitate this certification, the officer shall provide to the assistant a signed, written statement delineating the officer's official duties.

Sec. 6. APARTMENT ACCESS RESCINDED.

Apartment access under former policy is hereby discontinued. Any travel or lodging shall be in accordance with IDEA's travel policies. No leases or extended stay rental agreements for lodging shall be signed without the Board's express approval.

Sec. 7. FLEET VEHICLE.

Sec. 7.1. IDEA may, at the Board's direction and express approval, make available for the CEO's (and other officers, as defined in Sec. 5(a) through 5(k) of the Controlling Policy) official business use (and incidental personal use), access to company vehicles(s). The CEO may authorize the use of an driver to assist driving fleet vehicles for officers in traveling to official IDEA-related business functions. The Board shall approve a separate and distinct line item in the Adopted Budget and subsequent amendments for the expenses incurred for transportation assistance.

Sec. 7.2. Any such vehicle shall be titled in IDEA's name, have tax-exempt plates and be identified as an IDEA vehicle, in a similar way as other fleet vehicles. Any such fleet vehicles shall be procured by the Business Office with the actual purchase approved by the Board. The same shall apply regardless of the vehicle being purchased or leased and irrespective of source of funds.

Sec. 8. CHARTER TRAVEL RESCINDED.

IDEA prohibits its officers and directors from traveling on non-commercial [^] aBu TH L
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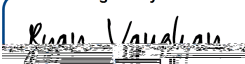
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residence of any employee shall be deemed and presumed to be personal in nature, and not eligible for expense payment or reimbursement. IDEA's HQ facility shall be available for use by the Board and officers for business functions supporting IDEA's mission.

Sec. 10. TRAINING AND UPDATES.

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2020, September 11, 2020, and October 23, 2020, which Policy, as amended, is in full force and effect and has not been revoked or amended.

DocuSigned by:


Ryan Vaughan, Secretary

10/26/2020

Date Certified