Sec. 1. BOARD MEMBER AND OFFICER TRAINING REQUIREMENTS

a) *General Requirements*

All governing board members and officers of The Academy of Accelerated Learning, Inc. (AAL) must complete all applicable training requirements under Division 6, Subchapter AA, Chapter 100, Title 19 of the Texas Administrative Code. *19 Tex. Admin. Code § 100.1115(a)*.

All training requirements are expressed in instructional hours, meaning they exclude time spent for breaks, administrative tasks, and other non-instructional tasks. *19 Tex. Admin. Code § 100.1115(b)*.

All training must be delivered by a training provider registered under 19 Texas Administrative Code § 100.1125. Unless otherwise allowed by the Texas Administrative Code, training may be provided through online instruction by an authorized training provider, provided that the training offers an opportunity for interaction with the instructor in real time or incorporates interactive activities that assess learning and provide feedback to the learner. *19 Tex. Admin. Code § 100.1115(c)-(d)*.

Sec. 2. CORE TRAINING FOR NEW GOVERNING BOARD MEMBERS AND OFFICERS

a) *Required Training Hours*

A new governing board member or officer—defined as any board member or officer who has not served in their position or similar position requiring the core program training with a Texas charter school in the last three years—must complete core training that consists of 10 instructional hours outlined in this policy. *19 Tex. Admin. Code § 100.1117(a)*.

b) *Timeline for Completion*

The core training must be completed within one calendar year of appointment or election to the Board or employment by AAL, as applicable, unless otherwise indicated in 19 Texas Administrative Code § 100.1117(d) or as required by Texas law. *19 Tex. Admin. Code § 100.1117(b)*.

c) *Required Course Content*

The core training shall cover, at minimum, the following topics:

(1) Charter Law, including:

(A) history and purpose of charter schools;
(B) charter holder contractual obligations to the Texas Education Agency (TEA);

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(C) charter holder bylaws, charter board governance policy, and charter district policies and procedures;
(D) charter School Performance Framework;
(E) charter contract renewal with TEA;
(F) charter amendments;
(G) contract revocation;
(H) student enrollment and lotteries;
(I) roles and responsibilities by officer type;
(J) ensuring services to special populations;
(K) student code of conduct, student discipline, and parental rights; and
(L) other laws and rules that apply to charter holders;

(2) Accountability to the Public, including:

(A) Texas Open Meetings Act, open meetings requirements under Texas Government Code, Chapter 551, with special emphasis on posting the agenda, executive sessions, accessibility of the meeting location to the public, employee board members, and civil and criminal sanctions, which must be completed by new governing board members within the first 90 days after joining the board;
(B) Texas Public Information Act requirements under Texas Government Code, Chapter 552, which must be completed by new governing board members within the first 90 days after joining the board;
(C) nepotism and conflicts of interest;
(D) audits, investigations, and sanctions, with an emphasis on mandatory revocation for three consecutive unacceptable performance ratings required by Texas Education Code (TEC),
(E) §12.115(c), and mandatory expiration for three out of five unacceptable performance ratings required by Texas Education Code §12.1141(d);
(F) student records and privacy; and
(G) other accountability or transparency requirements that apply to charter holders;

(3) Evaluating and Improving Student Outcomes, including:

(A) Texas Essential Knowledge and Skills;
(B) State of Texas Assessments of Academic Readiness;
(C) Texas A-F Accountability System;
(D) setting school board required specific, quantifiable student outcome goals for all students and disaggregated student groups;
(E) adopting plans to improve early literacy and numeracy and college, career, and military readiness;
(F) Results Driven Accountability;
(G) progress monitoring practices to improve student outcomes; and
(H) other best practices for improving student outcomes;

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(4) Accountability for Public Funds, including:

(A) school finance in Texas, with an emphasis on charter finance;
(B) Financial Integrity Rating System of Texas;
(C) Annual Financial and Compliance Report;
(D) Financial Accountability System Resource Guide;
(E) financial controls and monitoring financial health;
(F) annual budgets; and
(G) other items related to school finance, risk management, related party transactions, or financial oversight; and

(5) School Safety, including:

(A) school safety plans and audits;
(B) school emergency and safety drills;
(C) behavioral threat assessment;
(D) school safety and security committee;
(E) school security guard;
(F) traumatic injury response;
(G) identifying child abuse and human trafficking;
(H) school safety facility standards; and
(I) other items related to school safety or student health.

19 Tex. Admin. Code § 100.1117(d).

Sec. 3. ADDITIONAL TRAINING FOR NEW GOVERNING BOARD MEMBERS AND OFFICERS

A new Board member or officer who has completed the core training under Section 2(c) of this policy next must complete additional training as outlined below. Training that does not conform to the curriculum outline released by the commissioner does not satisfy the requirements required under this section.

These additional training requirements must be completed after the core training is completed and within one calendar year of appointment or election to the Board or employment by AAL, as applicable.

The Commissioner of Education may approve and disseminate a curriculum outline that specifies all additional training content for this subsection. Training that does not conform to any curriculum outline released by the Commissioner of Education does not satisfy the requirements of this section.

19 Tex. Admin. Code § 100.1119(a), (b), (c).

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a) *Board Member Requirements*

A new Board member must complete two additional instructional hours on board governance requirements and best practices, including:

(1) hiring and evaluating a superintendent;
(2) required training and governance requirements;
(3) non-delegable board governance duties;
(4) board meeting protocols; and
(5) other practices for effective governance and continuous improvement.

19 Tex. Admin. Code § 100.1119(d).

b) *Officer Requirements*

A new officer must complete additional training hours specific to their role as follows:

(1) Chief executive and central administrative officers must complete 20 additional instructional hours that further explore the core training topics outlined in §100.1117(d), including:

(A) two hours on Charter Law;
(B) two hours on Accountability to the Public;
(C) six hours on Evaluating and Improving Student Outcomes (EISO);
(D) three hours on Accountability for Public Funds;
(E) three hours on School Safety; and
(F) four hours on any other core training topic outlined in 19 Texas Administrative Code § 100.1117(d).

(2) Campus administrative officers are not required to complete additional instructional hours.

(3) Business managers must complete 20 additional instructional hours that further explore the core training topics outlined in §100.1117(d), including:

(A) two hours on Charter Law;
(B) two hours on Accountability to the Public;
(C) three hours on EISO;
(D) nine hours on Accountability for Public Funds; and
(E) four hours on any other core training topic outlined in §100.1117(d).

19 Tex. Admin. Code § 100.1119(e).

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c) *Excess Hours Earned*

Twenty-five percent of instructional hours earned in excess of the requirements set forth in this section by a new governing board member or officer may be carried over to meet the following year's requirement under §100.1121 of this title (relating to Continuing Training for Governing Board Members and Officers). *19 Tex. Admin. Code § 100.1119(f)*.

Sec. 4. CONTINUING TRAINING REQUIREMENTS

Any Board member or officer who has completed the training requirements under Sections 2 and 3 of this policy must annually thereafter complete additional training. *19 Tex. Admin. Code § 100.1121(a)*.

Continuing training shall fulfill training needs determined by Academy of Accelerated Learning, Inc. based on charter needs; address updated items identified in core topics or cover in greater depth than the curriculum outline indicates for initial training on those topics; or address applicable topics if Academy of Accelerated Learning, Inc. has lower than a C in the Texas A-F accountability System, lower than a C in the Financial Integrity System, or is rated in TIER 3 on the Charter School Performance Framework, or is being sanctioned, investigated, or is required by the TEA to take corrective action training. *19 Tex. Admin. Code § 100.1121(b)*.

a) *Board Member Requirements*

Board members must annually receive six instructional hours of training. *19 Tex. Admin. Code § 100.1121(c)*.

b) *Officer Requirements*

An officer must complete additional training hours specific to their role as follows.

(1) Campus administrative officers must annually receive five instructional hours of training.
(2) Business managers must annually receive 15 instructional hours of training.
(3) Chief executive and central administrative officers must annually receive 15 instructional hours of training. *19 Tex. Admin. Code § 100.1121(d)*.

c) *Excess Hours Earned*

Twenty-five percent of instructional hours earned in excess of the requirements set forth in this section by a governing board member or officer may be carried over to meet the following year's requirement under this section. *19 Tex. Admin. Code § 100.1121(e)*.

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d) *Exemptions*

i. *Board Members*

A Board member who serves on the governing body of a governmental entity or an institution of higher education as defined under Texas Education Code § 61.003 is exempt from the training required by this policy if, by virtue of such service, the Board member is subject to other mandatory training and the remaining Board members comply with all applicable training requirements. *19 Tex. Admin. Code § 100.1115 (e)(1)*.

ii. *Officers*

A central administrative officer is exempt from the training required by this policy if the person is the holder in good standing of a standard superintendent certificate, or its lifetime equivalent, issued by the State Board for Educator Certification and all other officers of AAL comply with all applicable training requirements. *19 Tex. Admin. Code § 100.1115(e)(2)*.

A campus administrative officer is exempt from the training required by this policy if the person is the holder in good standing of a standard principal certificate, or its lifetime equivalent, issued by the State Board for Educator Certification, and all other officers of AAL comply with all applicable training requirements. *19 Tex. Admin. Code § 100.1115(e)(3)*.

A business manager is exempt from:

(1) the training required by this policy if the person is the holder in good standing of one or more of the following credentials issued by the Texas Association of School Business Officials, and all other officers of AAL comply with all applicable training requirements:

(A) Registered Texas School Business Administrator;
(B) Certified Texas School Business Official;
(C) Certified Texas School Business Specialist;
(D) Certified Texas School Business Administrator; or
(E) Charter School Business Officer Certification; and

(2) any single part of required training, if:

(A) the business manager is a certified public accountant (CPA) registered in good standing with the Texas State Board of Public Accountancy; and
(B) the subject matter of the module of required training is covered by the Uniform CPA Examination administered by the Texas State Board of Public Accountancy. *19 Tex. Admin. Code § 100.1115(e)(4)*.

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iii. *Participation in Shared Services Cooperative*

A AAL officer is exempt from a module of required training on a specific duty or responsibility if:

(1) Academy of Accelerated Learning, Inc. is a member of a shared services cooperative;

(2) the written contract establishing the cooperative assigns to the cooperative the specific duty or responsibility, and assigns to the cooperative the requirement to complete that module of training, by:

(A) ensuring that all relevant employees attend that module of required training and receive a certificate of course completion for that module from a regional education service center or training provider registered under 19 Texas Administrative Code § 100.1125; or
(B) if the cooperative is a registered training provider, ensuring that all relevant employees attend that module of training and receive a certificate of course completion for that module from the cooperative; and

(3) all relevant employees of the cooperative actually attend that module of training and receive a certificate of completion for that module.

19 Tex. Admin. Code § 100.1123(a).

Sec. 5. RECORD OF COMPLIANCE

Each Board member and each officer of AAL must comply with the core, annual, and additional training requirements required by law. AAL shall document its compliance with these requirements. *19 Tex. Admin. Code § 100.1127(1)*.

Sec. 6. CONTINUED SERVICE

Continued service as a Board member or as an officer of <<Charter School>> is conditioned on satisfaction of applicable training requirements. *19 Tex. Admin. Code § 100.1127(2)*.

Sec. 7. AUDIT DISCLOSURE

AAL shall separately disclose, in its annual audit report of its financial and programmatic operations, any Board member or officer of AAL who fails to complete applicable training requirements and who continues to serve in such capacity as of the date of the audit report. *19 Tex. Admin. Code § 100.1127(3).*

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