

Case# SRDR2024-08-04

Regarding	§	Before the Texas Education Agency
	§	
Manor ISD	§	
	§	
CDN # 227907	§	Commissioner of Education

AGREED CORRECTIVE ACTION PLAN

Corrective Actions

In a desire to conclude this matter without further delay and expense, the Texas Education Agency (the "Agency" or "TEA") and Manor ISD (CDN # 227907) agree to resolve this matter by the terms of this Agreed Corrective Action Plan.

NOW, THEREFORE, it is the AGREEMENT of the Agency and the Local Education Agency (LEA) that:

1. Effective immediately, the LEA is expected to comply with all statutes and rules related to Individual Graduation Committees (IGCs) (e.g., Tex. Educ. Code [TEC] § 28.0258, TEC § 28.0259, TEC § 39.025 (a-5)(b-1); 19 Tex. Admin. Code § 74.1025).
 - a. The LEA should review the Agency's [Guidance on Individual Graduation Committees](#) and [Individual Graduation Committees - Frequently Asked Questions](#) to ensure that they are meeting all related statutory requirements. Additionally, the LEA should consider implementing the Agency's best practices.
2. Effective immediately, the district shall maintain all student-level documentation related to the IGC formation, review, and decision process for each student who qualifies for an IGC. This documentation should demonstrate compliance with all IGC requirements.
 - a. Documentation of assigned projects and/or portfolios should demonstrate proficiency in the applicable subject areas as required by statute. As a best practice, the IGC should consider establishing a rubric or other guidelines that will be used in evaluating the project or portfolio. Those guidelines should be shared with the student before they begin work.
3. The LEA must ensure that all relevant campus and LEA staff are provided training on the current laws and regulations related to proper IGC implementation and the collection and maintenance of all supporting documentation by **May 30, 2025**. Training should include an overview of student qualifications, parental notification requirements, STAAR end-of-course (EOC) assessment re-testing and accelerated instruction expectations, committee membership requirements, committee responsibilities, criteria considerations and expectations, student project/portfolio requirements and expectations, and any other relevant policies or procedures that are in place at the district.

- a. The LEA is encouraged to utilize the [Individual Graduation Committee Webinar](#) offered by TEA to meet this requirement but may provide similar or additional training(s) that covers the same material.
4. The LEAs will provide to the Agency a copy of the training documentation and evidence that staff attended and completed the training (e.g., copies of the signature logs) in Item 3 no later than **June 6, 2025**.
5. The LEA shall draft and provide a copy of their individual graduation committee handbook or manual for the 2025-26 school year to the agency by **September 30, 2025**. The handbook should be in alignment with all requirements listed in statute and rule and must describe all processes and procedures related to the IGC process, as well as copies of any template letters or forms that are to be used during the IGC process.
6. The LEA will provide to the Agency copies of all student-level documentation related to the IGC formation, review, and decision process for each IGC graduate who graduates during the 2025-26 school year at Manor Excel Academy and Manor HS no later than **October 15, 2026**.
7. The Board must hold a Special Meeting, unless the next scheduled board meeting is prior to the due date of **April 30, 2025**, and place this Corrective Action Plan on the agenda prior to approving and signing.
8. The LEA agrees to comply with all relevant provisions of the Texas Education Code and the Texas Administrative Code in the future, or the LEA will be subjected to further action by the Agency.
9. The LEA agrees to fully cooperate with the Agency's requests for information and/or onsite inspections during the period that this agreement is in effect.
10. The LEA may, at its discretion, release the fully executed Agreed Corrective Action Plan in response to any Public Information Request (PIR). This stipulation does not waive the right for the district or the agency to request withholding of any other records or information associated with this matter.
11. Upon approval, the Commissioner of Education and/or his designee, the Agency's Associate Commissioner of Compliance and Investigations, are authorized to sign this agreement on behalf of the Agency.

Corrective Action Agreements

By signing this Agreed Corrective Action, the LEA:

1. Agrees with all terms, acknowledges understanding of all terms, and agrees that the LEA will satisfactorily comply with all terms of this Agreed Corrective Action Plan by no later than **December 15, 2026**, or be subject to a reopening of this matter.
2. Agrees, acknowledges and understands that the LEA will be informally monitored until successful completion of this agreement for continued compliance with all applicable statutes and regulations.

3. Agrees, acknowledges and understands that the LEA may be subject to a special investigation (SI), corrective action(s) or sanction(s) for any additional allegations of violations which are substantiated.
4. Agrees to waive any right to any review before the Commissioner, any right to seek removal or modification of any intervention provided for in this matter, any right to judicial review of this Agreed Corrective Action Plan, and any other procedural rights that might otherwise apply. The LEA does not waive any rights to an informal review or any other rights enumerated in the Texas Education Code if for any reason the Agency elects to reopen and formally investigate this matter.
5. Agrees that this agreement is not subject to judicial review, does not create any rights not already described by law and is solely interpreted by the Commissioner of Education.

[Signature Page to Follow]

WE, DR. ROBERT SORMANI AND MS. ANA CORTEZ, HAVE READ AND UNDERSTAND THE FOREGOING AGREED CORRECTIVE ACTION PLAN. WE UNDERSTAND THAT BY SIGNING THIS AGREED CORRECTIVE ACTION PLAN, THE LEA WAIVES CERTAIN RIGHTS. WE SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY ON BEHALF OF MANOR ISD. WE UNDERSTAND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN OR OTHERWISE.

SIGNED this _____ day of _____, 2025

Dr. Robert Sormani
Superintendent of Manor ISD

SIGNED this _____ day of _____, 2025

Ms. Ana Cortez
Board President of Manor ISD

SIGNED this _____ day of _____, 2025

*Ashley Jernigan
Associate Commissioner of Compliance
and Investigations

*Pursuant to TEC §7.055(b)(5), the Commissioner of Education has delegated the authority to the Associate Commissioner of Compliance and Investigations to approve the issuance of an Agreed Corrective Action Plan and related investigation activities pursuant to TEC §39.003.