

**2014-2015**  
**CONTRACT TO PROVIDE EDUCATION SERVICES**  
**THROUGH A SHARED SERVICE ARRANGEMENT**  
**OPERATING GUIDELINES FOR MEMBER DISTRICTS**

**MEMBER DISTRICTS**

200-901	BALLINGER ISD
041-901	BRONTE ISD
226-901	CHRISTOVAL ISD
048-901	EDEN CISD
226-907	GRAPE CREEK ISD
200-902	MILES ISD
048-903	PAINT ROCK ISD
041-902	ROBERT LEE ISD
042-903	STERLING CITY ISD
226-908	VERIBEST ISD
226-906	WALL ISD

**GOAL**           The goal of Fairview Alternative Education Co-op is to provide an educational environment designed to aid at-risk students in completing their educational goals and to provide a Disciplinary Alternative Educational Placement for students removed from school for violations of the Student Code of Conduct... This educational environment will include many non-traditional elements in order to aid the at-risk student, who for any number of reasons, has not succeeded in the traditional public school system.

**MANAGEMENT AND OPERATION**  
**FAIRVIEW ALTERNATIVE EDUCATION CO-OP**

***Management Board***

The Management Board of Fairview Alternative Education Co-op will consist of the Superintendent of each member school. The Management Board shall govern the shared services arrangement. The Management Board will meet as needed. Superintendents or designated personnel shall attend the regularly scheduled Management Board meetings. Superintendents will secure home district approval for Management Board actions. The Principal of Fairview Alternative Education Co-op shall serve as secretary of the management Board and keep the minutes of the meetings. Actions shall require the approval of a majority of a quorum of the Management Board. Management Board actions that conflict with a member district's policies will be void. Additional powers and duties of the Management Board shall be determined by Cooperative policy.

### ***Fiscal Agent Responsibility***

The Fiscal Agent (Wall ISD) will make all applications necessary to qualify and receive funds for the Cooperative and prepare all budgets on behalf of the Cooperative. All funds will be handled through the Fiscal Agent in accordance with the Financial Accountability Resource Guide or current public school accounting procedures.

### ***Fiscal Responsibility of Each District***

Each school will share the fiscal responsibility of the Cooperative by paying an annual base fee of \$5,000. In addition, each school will pay a percentage of the approved budget less the use of fund balance and base fees. The amount of each school district's percentage of the budget will be calculated and updated each year based on the last five years average days used by each school district over the total number of days used in the last five years by all co-op members. One-half of each school district's total fees will be due in September. The other half will be due in January. Payments are non-refundable except as determined by the Management Board. Additional days may be purchased based on a daily rate as determined by the Management Board. Each Member School will supply from local funds, when needed, consumable materials for the regular classroom, such as desks, tables, chairs, bulletin boards or blackboards.

### ***Special Education***

Special Education Diagnostic and Counseling Services will be provided by the home school or home school's special education co-op. All ARD meetings are the responsibility of the home school and are to be held on the Fairview Campus when possible.

### ***State Funds***

The Fairview Alternative Education Co-op fund balance may be carried over to the next fiscal year and expended on the education program. The Management Board may determine the use of fund balance as needed for the operation of the co-op.

### ***Supervisory Authority of the Director***

The Principal for the Cooperative shall have administrative and supervisory authority subject to the direction of the Management Board

### ***Employment, Dismissal and Placement of Personnel Contracts***

Central Office and Fairview Alternative Education Co-op personnel serving the Shared Service Arrangement School shall be employed by the Fiscal Agent and be subject to the Fiscal Agent's policies and procedures. Central Office and Itinerant personnel shall be paid in accordance with the salary schedule adopted by the Fiscal Agent.

### ***Sick Leave***

Central Office and Fairview Alternative Education Co-op personnel will follow the sick leave policies of the Fiscal Agent School, Wall ISD.

### ***Personnel Record***

Central Office and Fairview Alternative Education personnel records will be maintained in the office of the Fiscal Agent, Wall ISD

### ***Job Descriptions***

Job descriptions will be provided and will be on file in the office of the Fiscal Agent.

### ***Complaints***

Personnel having complaints should file them with the administrative office of the Fairview Alternative Education. Co-op Central Office personnel should file complaints with the Fiscal Agent, Wall ISD.

### ***State Assessment***

The Fairview School will administer all state testing assessments as required. Home schools will be responsible for providing all testing materials and for transporting all secure materials to and from the Fairview School.

### ***Policies Regarding Expenditures of the Accounting for Funds***

Each year, the Principal of the Fairview Co-op will develop a budget for the proposed expenditures of monies in accordance with State and Federal guidelines and will present it to the Management Board for review. The proposed budget will then be submitted to the Superintendent of the fiscal agent and approved by the Wall ISD Board of Trustees. Throughout the year, the Principal will approve and account for all expenditures in accordance with the approved budget, subject to supervision by the Superintendent of the fiscal agent. The budget and expenditures will be audited by the same outside auditors as Wall ISD.

*Procedures for Disposing of Funds with Termination of Cooperative or Change of Fiscal Agent*

On the termination of the Cooperative, any funds on hand will be returned to the school districts in the same ratio they were received. When the Fiscal Agent changes, all funds will be accounted for and transferred to the new Fiscal Agent.

Any school district wishing to terminate their membership or submit any changes for consideration in the Co-op contract shall notify the Principal of Fairview Alternative Education Co-op and the fiscal agent **in writing before February 1<sup>st</sup> of the year prior to changes or withdrawal**. Otherwise, this contract extends into the following school year. If the Fiscal Agent sustains a loss due to action by any member school, that school will reimburse the Fiscal Agent for all expenses incurred.

If a member district withdraws from the Cooperative, materials, equipment, and supplies purchased specifically for that district will become the property of that district. Any materials or equipment purchased by the Cooperative and carried on the Central Office inventory must be retained by the Cooperative. All materials, equipment, and supplies purchased for multi-district classrooms are the property of the Cooperative. If a prorated share of the funds is returned to all member districts that year, then a withdrawing member would receive their share.

The written rules for Fairview Alternative Education Co-op have been mutually established, implemented, and approved by the Management Board. This contract when signed will certify that the member district's Board of Trustees has approved these written rules.

Please return by February 1, 2014

DISTRICT \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_