Texas Education Agency



APPLICATION Updated May 2025

Optional Flexible School Day Program (OFSDP)

2025 - 2026 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the <u>TEC, §29.0822</u>, if the student is:

- at risk of dropping out of school, as defined by the TEC, §29.081,
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the <u>TEC, §29.908</u>, P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the <u>TEC, §29.081(e-1)</u> or (e-2), or
- not meeting attendance requirements under the <u>TEC, §25.092</u>, resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. The board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two). Please note that, pursuant to ICC-129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. <u>Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.</u>

Assessment

The student must take the required state assessments specified under the <u>TEC, §39.023</u>, during the regularly scheduled assessment calendar.

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the <u>TEC, §29.0822</u>, may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Boerne Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

235 Johns Road Boerne, TX 78006

(Physical Address)

hereinafter referred to as "district."

Article II - Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix Five**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV - Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Article V - General and Special Provisions to the Agreement

Each provision marked with an "X" below is hereby attached and incorporated by reference as part of this document:

[oxtimes]	Appendix One, Assurances
[⊠]	Appendix Two, Board Approval
[⊠]	Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
[⊠]	Appendix Four, District Contacts
[⊠]	Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-8916.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix Five should be at least thirty (30) days after the application is submitted.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application District Name, County District Number

Article VII – Agreement

<u>AGREED</u> and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name	Dr. Kristin Craft	
	Superintendent, Boerne ISD	Authorized Signature

Appendix One Assurances

The definition of the terms of the application applies to Appendix One, Assurances. The school district or open-enrollment charter school, hereinafter called "district," does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

- 1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the TEC, §29.081(e-1) or (e-2); or
 - the student is attending a campus with an approved early college high school program designation as defined by the <u>TEC</u>, §29.908; or
 - the student, as a result of attendance requirements under the <u>TEC</u>, <u>§25.092</u>, will be denied credit for one or more classes in which the student has been enrolled.

and

- 2. there is an agreement in writing to the student's participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

- 1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
- 2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
- 3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for preand post-entry counseling, academic or personal counseling, and career counseling;
- to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
- 5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
- 6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance, including filing truancy charges, if appropriate;
- 7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the <u>Student Attendance Accounting Handbook</u>.

- 8. to comply with all reporting requirements established by the TEA;
- 9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
- 10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

<u>AGREED</u> and accepted terms and conditions of Appendix One on behalf of the school district or openenrollment charter school by persons authorized to bind the district.

Ms. Kristi Schmidt, School Board President, 830-357-2000	
Name, Title, and Telephone Number of School Board President	
Signature of SchoolBoard President	Date
Dr. Kristin Craft, Superintendent, 830-357-2000	
Name, Title, and Telephone Number of District Superintendent or Charter Scho	ol Chief Operations Officer
Signature of Person Authorized to Bind the District or Charter School	Date

Appendix Two Board Approval

The definition of terms of the application applies to Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

- 1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.
- 2. The board of trustees of the school district or the governing board of the openenrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: June	
Day: 16	
Year: 2025	
Time: 6:30 p.m.	
Location: Boerne ISD Adminstration Building, Board Room	

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Ms. Kristi Schmidt, School Board President, 830-357-2000	
Name, Title, and Telephone Number of School Board President	
Signature of SchoolBoard President	Date
Dr. Kristin Craft, Superintendent, 830-357-2000	
Name, Title, and Telephone Number of District Superintendent or Charter Sch	ool Chief Operations Officer
Signature of Person Authorized to Bind the District or Charter School	Date

Appendix Three Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. Only responses in the specified format will be accepted. Do not submit any other documents in place of Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission. If a question does not apply, please indicate "N/A" next to its number.

- 1. Describe the program goals and objectives. **Note:** Pursuant to TAC 129.1027, a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.
- 2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times courses are available.
- 3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
- 4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation.
- 5. Indicate the estimated number of OFSDP students that will be served per teacher.
- 6. **If** the OFSDP program will offer special education, career and technology education, pregnancy-related services, or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the Student Attendance Accounting Handbook.
- 7. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. NOTE: Absences and days present do not exist in the OFSDP

Explain the following:

- a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
- b. How the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
- c. How will the district ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. **Note:** It is recommended that the district apply the following formula to determine the maximum OFSDP

- minutes a student is eligible = (Calendar School Days Traditional Days Present) x 240.
- d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
- e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the <u>Student Attendance Accounting Handbook</u>.
- f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each sixweek attendance reporting period.
- 8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
- 9. If students are attending a community-based dropout recovery education program as defined by TEC, §29.081 (e-1) or (e-2):
 - a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.
 - b. Indicate how students will be offered or provided referrals for mental health services.
- 10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Provide the location and a brief description of the in-person student engagement center.

Appendix Three

Attendance and Compliance Procedures of Proposed Program

Boerne ISD 2025-2026

1. Describe the program goals and objectives.

Program goals are to offer eligible students an appropriate high-quality education with the option of a flexible school day in order to continue pursuing a high school diploma given varied and changing life circumstances. Objectives are to:

- a. Make school hours more flexible which in turn allows students to continue navigating life circumstances while working towards a high school diploma
- **b.** Reduce the number of students that would drop out or consider dropping out due to planned or un-planned life circumstances.
- c. Promote more frequent and consistent school attendance for those that have varied and changing life circumstances that prevent them from attending school on a traditional schedule.
- 2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times. Students are able to participate in the OFSDP between the hours of 8:25 AM to 4:00 PM Monday through Friday in accordance with the Board approved school calendar for the corresponding school year.
- 3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
 - a. Thomas Hatten Principal
 - b. Kami Zigmond Assistant Principal
 - c. Jennifer Howell Counselor
 - d. Ricardo Alamillo Teacher
 - e. Gabe Correa Teacher
 - f. Kyrsten Karbowski Teacher
 - g. Ingrid Pagan Teacher
 - h. Anna Correa Teacher
 - i. Isaac Davis Teacher

All instructional and administrative staff will be available during all open school hours (8:35 AM-4:00 PM Monday through Friday during official school days per the district calendar) except for minimum required teacher conference periods as required by TEC.

4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtaining student and parental consent for OFSDP participation. The LEA OFSDP Administrator works with the high school campuses (which includes their Administrative and Counseling teams) along with the LEA Student Support Services department to identify students for OFSDP. An application is available for students to complete. Parent signatures are required on the application. The school confirms student eligibility in working with the counseling and administrative teams of each high school campus along with

- the district PEIMS Coordinator. A meeting between the administrator and parent is held and signatures are obtained to place student in the OFSDP.
- 5. Indicate the estimated number of OFSDP students that will be served per teacher. A maximum of 28 OFSDP students will be served per teacher.
- 6. If the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the Student Attendance Accounting Handbook.
 - All program offerings such as special education services, career and technology education, pregnancy related services or bilingual education will be offered as required by law to OFSDP students. These services will be provided in the same manner as they are during the traditional school day to students that have that particular need. All State and Federal Special Education laws and requirements are followed. All IEP and 504 plans are followed. We have a dedicated staff member for pregnancy-related services. If students receiving pregnancy-related services are placed on CEHI (Compensatory Education Home Instruction), they will be removed from the OFSDP attendance accounting process for that time. All teacher certification standards will be followed as during the traditional school day. All services will comply with the Student Attendance Accounting Handbook as specified in that document.
- 7. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. Explain the following:
 - a. How the classroom teacher will verify the number of instructional minutes a student receives each day. Our staff verifies the number of instructional minutes a student receives. The teachers keep track of the total number of minutes each OFSDP student attends each day. The teachers also certify the student's number of minutes with their signature each day. These times will be reviewed regularly by the program administrator.
 - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding. The district, in working with the Student Information Services department, will audit the student attendance minutes regularly prior to reporting for funding. For students with less than 45 minutes on their attendance card for any given day, their time will not be included in the total minutes reported to TSDS.
 - c. How will the district ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days Traditional Days Present x 240). Students can only be enrolled in one type of program at a time. Either the Traditional ADA or the OFSDP. Upon entering the OFSDP a student's program enrollment is changed to reflect such with correlating ADA code. Our program administration and counselor team will verify students are enrolled in the correct type of course upon entry into the program. Additionally, the above-mentioned team will audit course enrollments on a regular basis. The TEA recommended OFSDP minutes formula will be followed. Students will not receive more than 10,800 minutes per course.

- d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes. OFSDP students will not be simultaneously enrolled in the OFSDP and the traditional attendance program.
- e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook. The 2.2.3 attendance practices will be followed and implemented by use of our Skyward student management system. All required policies and procedures as referenced in 2.2.3 will be followed. The administration keeps paper copies of all OFSDP attendance reports and records. Attendance will be taken daily as in all traditional classes. The 11.6 requirements will be followed by meeting all listed requirements as indicated in the Student Attendance Accounting Handbook. Students have the opportunity to choose from multiple instructional arrangements that are in compliance with the Student Attendance Accounting Handbook. OFSDP students will not be simultaneously enrolled in the OFSDP and the traditional attendance program.
- f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period. Student Detail Audit reports for the OFSDP will be reviewed by the program administration and counselor team in conjunction with the district student information services department on a six-week basis.
- 8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding. N/A
- 9. If students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2): No online community- based dropout recovery education program is offered at this time.
 - a. Will the district operate the dropout recovery education program or utilize an education management organization? If services will be contracted, please provide the organization name, accreditation status and the name of the accrediting agency. No online community-based dropout recovery education program is offered at this time.
 - b. Indicate how students will be offered or provided referrals for mental health services. No online community-based dropout recovery education program is offered at this time.
- 10. If students are attending a dropout recovery program offered in a remote or hybrid setting, as defined by TEC, §29.081 (e-2):
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state. No remote or hybrid setting, as defined by TEC, §29.081 (e-2) is offered at this time.
 - b. Describe the individual learning plan or process used to monitor each student's progress. No remote or hybrid setting, as defined by TEC, §29.081 (e-2) is offered at this time.
 - c. Indicate how students will be served by an academic coach and local advocate. No remote or hybrid setting, as defined by TEC, §29.081 (e-2) is offered at this time.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district. No remote or hybrid setting, as defined by TEC,

- §29.081 (e-2) is offered at this time.
- e. Provide the location and a brief description of the in-person student engagement center. No remote or hybrid setting, as defined by TEC, §29.081 (e-2) is offered at this time.

Appendix Four District Contacts

The definition of terms of the application applies to Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contacts for the Application

District/Charter School Superintendent:	Dr. Kristin Craft
Mailing Address:	235 Johns Road
City, State, Zip Code:	Boerne, TX 78006
Telephone Number:	830-257-2000
Email Address:	kristin.craft@boerneisd.net
	1
District PEIMS Coordinator:	Ms. Marshay Wolff
Email Address:	marshay.wolff@boerneisd.net
OFSDP Contact Name:	Dr. John O'Hare
Email Address:	john.ohare@boerneisd.net
OFSDP Contact Name:	Mr. Thomas Hatten
Email Address:	thomas.hatten@boerneisd.net

NOTE: Most of the contact for the approved OFSDP is done via email. Valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and comple	ete Appendix 5,	which can	be found	on the	OFSDP	webpage	under th
Applications and Tem	plates section.						

Once completed, email the following to OPFLEX@tea.texas.gov:

- 1. The application (in PDF file format)
- 2. Appendix Three (in PDF file format)
- 3. Appendix Five (in MS Excel file format)

*All file names should include the district/charter school's name

Optional Flexible School Day Program (OFSDP) - Appendix 5																	
	130901	В	DEF	RN	ΕI	SD						Sch	ool Year	2025 - 2026	6		
Students may not be reported with more		Eligibility Designation 1 = TEC §29.081 At-Risk Students							ents	School Year Period of Agreement Reported in TSDS PEIMS Summer Collection 3				Summer Period of Agreement Reported in TSDS PEIMS Extended Collection 4			
Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4		2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program							High School rnaround Plan Based Dropout Program Hybrid Dropout rogram	Program start date must be 30 days after application submission. Program end date must not exceed the last day of the regular school calendar.			**Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.				
Nine Digit District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day
130901001	BOERNE H S	1							40	8/12/2025	5/21/2026	MTWTHF	450	N/A	N/A	N/A	N/A
130901002	BOERNE - SAMUEL V CHAMPION H S	1							80	8/12/2025	5/21/2026	MTWTHF	450	N/A	N/A	N/A	N/A
130901203	BOERNE ALTER SCH	1							80	8/12/2025	5/21/2026	MTWTHF	450	N/A	N/A	N/A	N/A
000000000																	