

PG-4.30: STAFF DEVELOPMENT CYCLE COMPLETION IDEA PUBLIC SCHOOLS

Sec. 1. PURPOSE OF POLICY.

Through this policy, the Board of Directors (hereafter, the "Board") of IDEA Public Schools (hereafter, the "IDEA") shall address the legal requirements, as applicable, promulgated at:

- (a) Texas Business Organizations Code ("Tex. Bus. Org. Code") Sections 3.101, 22.201, 22.221, 22.235, and 22.352;
- (b) Texas Education Code ("Tex. Ed. Code") Sections 12.107(a), 12.115(a)(2), 12.1162(a)(2), and 12.121; and
- (c) Texas Administrative Code, Title 19 ("19 TAC"), Sections 100.1033, 100.1043(a), 100.1047(b)/(e)-(g), and 100.1101.
- (d) Code of Federal Regulations, Title 2 ("2 CFR"), Part 200.

Additionally, through this policy, the Board shall address best practices adopted by public schools.

Sec. 2. ELIGIBILITY AND PARTICIPATION.

All full-time IDEA employees shall participate in the Staff Development Cycle (hereafter, "Participating Employees") in accordance with this policy and administrative regulations developed under Sec. 9 of this policy. Administrative regulations developed under Sec. 9 may allow for multiple performance reviews during a school year in conjunction with grant funding or other legal requirements.

Sec. 3. PERFORMANCE INCENTIVE AND COMPENSATION.

Sec. 3.1. In either a specific line item disclosed on the Adopted Budget¹ or a resolution, the Board shall approve any incentive compensation to be disbursed to Participating Employees under this policy.

Sec. 3.2. As set forth in the administrative procedure adopted under Sec. 5 of this policy, Participating Employees must complete Goal Setting, Annual Performance Reviews, and other requirements to be eligible for any performance or incentive compensation authorized by the Board under this and other applicable policy.

Sec. 3.3. IDEA may disburse performance or incentive compensation to Participating Employees that complete the above requirements for attainment of Team Goals. IDEA shall not disburse any incentive compensation to Participating Employees for partial Team Goal attainment.

Sec. 3.4. IDEA shall not disburse any performance or incentive compensation to any employee if IDEA does not have adequate financial resources.

¹ Authorization for the Obligation and Expenditure of Funds policy, Sec. 3.2.

Sec. 4. GOALS.

Sec. 4.1. The Chief Human Assets Officer or designee,² after consulting with other IDEA officers and employees, shall establish goals that are primarily aligned to Texas Education Agency (“TEA”) academic and financial accountability requirements, including the use of accountability data published by TEA. The Chief Human Assets Officer or designee may use data created, compiled, maintained, and otherwise originating from within IDEA (“Internal Data”) to establish the goals. The Chief Human Assets Officer or designee shall also develop a timeline for the attainment of each goal.

Sec. 4.2. The Board shall approve the goals established under Sec. 4.1 of this policy prior to the disbursement of any performance or incentive compensation.

Sec. 4.3. The Chief Human Assets Officer or designee shall communicate the goals and related incentives to Participating Employees in a timely manner to enable Participating Employees a fair opportunity to achieve the desired outcome(s).

Sec. 5. USE OF INTERNAL DATA.

Sec. 5.1. The Chief Human Assets Officer or designee shall limit the use of Internal Data for purposes of the goals established under Sec. 4.1 of this policy.

Sec. 5.2. The Chief Human Assets Officer or designee shall consult and collaborate with other IDEA officers and employees:

- (a) To identify the information requirements needed to achieve the goals established under Sec. 4.1 of this policy and address the risks of relying on Internal Data.³
- (b) To obtain relevant data from reliable sources in a timely manner based on the identified information requirements.⁴
- (c) To process relevant data from reliable sources into quality information within IDEA’s information system.⁵
- (d) To monitor the processing of the obtained data to ensure that it is quality information.

² To confer authority to a designee(s) to perform the duty and responsibility set forth in this policy, the Chief Human Assets Officer may only do so in writing through an administrative procedure, job description, or internal memorandum. This delegation notwithstanding, the Chief Human Assets Officer shall remain responsible for any action and decision undertaken under the delegated authority.

³ U.S. Government Accountability Office *Standards for Internal Control in the Federal Government* (September 2014), 13.02.

⁴ *Ibid* 13.04. “Relevant data have a logical connection with, or bearing upon, the identified information requirements. Reliable internal and external sources provide data that are reasonably free from error and bias and faithfully represent what they purport to represent.”

⁵ *Ibid* 13.05, 13.06. “Quality information meets the identified information requirements when relevant data from reliable sources are used. Quality information is appropriate, current, complete, accurate, accessible, and provided on a timely basis.”

Sec. 6. ERRONEOUS DATA AND INFORMATION.

Participating Employees that provide or use data and information that is erroneous or misleading shall lose their eligibility under Sec. 2 of this policy and be subject to appropriate disciplinary action, up to and including the termination of their employment.

Sec. 7. GOAL ATTAINMENT; INCENTIVE COMPENSATION PAYMENT.

The Chief Human Assets Officer or designee shall adopt a system resulting in a record(s) demonstrating each Participating Employee's attainment of individual and Team Goal(s). Records indicating Participating Employee's attainment of Team Goals will inform the subsequent disbursement of the earned performance or incentive compensation.

Sec. 8. TRAINING AND UPDATES.⁶

The Chief Human Assets Officer or designee shall properly train officers and employees on the requirements of this policy and any administrative procedure(s) adopted to implement this policy. Additionally, the Chief Human Assets Officer or designee shall keep officers and employees informed of any changes to this policy and related requirements.

Sec. 9. ADMINISTRATIVE PROCEDURES.⁷

The Chief Human Assets Officer shall formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, the Chief Human Assets Officer shall not adopt, and is prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, the Chief Human Assets Officer shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, the Chief Human Assets Officer shall either recommend an amendment to this policy or the Board's approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

Sec. 10. DATE ADOPTED AND EFFECTIVE.

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on October 27, 2023 and became effective on October 27, 2023.

⁶ *Ibid* 4.02 and 4.05.

⁷ Tex. Ed. Code §12.115(a)(2); FASRG Module 2 (2.2.8 Internal Control); 2 CFR §200.303(a). U.S. Government Accountability Office *Standards for Internal Control in the Federal Government* (September 2014). Consistent with 19 TAC § 100.1033(b)(14)(C)(iv), the Board has the final authority to adopt policies governing charter school operations, including authorizing the Chief Human Assets Officer to adopt an administrative procedure to implement this policy. Moreover, as set forth in IDEA's Articles of Incorporation and Bylaws and in accordance with Tex. Bus. Org. Code §§ 3.101 and 22.201, the Board is IDEA's governing authority and, as such, manages and directs IDEA's business and affairs through Board actions, resolutions and policy.

Sec. 11. RETENTION.⁸

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter.

Sec. 12. CERTIFICATION.

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Staff Development Cycle Completion, as originally adopted by the Board on October 27, 2023, which Policy, as amended, is in full force and effect and has not been revoked or amended.

DocuSigned by:

Ed Rivera

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Ed Rivera, Vice Chair and Secretary

7/25/2024

Date Certified

⁸ Tex. Ed. Code §12.1052; 19 TAC §100.1203; 13 TAC §7.125(a)(1). Texas State Library and Archives Commission *Local Schedule GR: Records Common to All Local Governments, Revised 5th Edition* (Effective April 17, 2016) (Record Number GR1000-38 and GR1025-25).