



**Annual Financial Management Report  
2008 - 2009**



**Coppel Independent School District  
Jeff N. Turner, Ed. D.  
Superintendent**

# **Coppell Independent School District**

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September 27, 2010

To The Citizens of Coppel Independent School District:

In accordance with Texas Administrative Code Chapter 109, Budgeting, Accounting and Auditing Subchapter AA 109.001, the 2008-2009 Annual Financial Management Report is being presented. During these challenging times, maintaining the financial health of the District and modeling accountability is imperative. Therefore, we are pleased to report that Coppel Independent School District received a superior achievement rating from the Texas Education Agency regarding financial operations.

This is the eighth year that Texas school districts are reporting the results of the state's financial accountability system, Financial Integrity Rating System of Texas (FIRST), which includes the evaluation of 22 criteria. The District has received the superior achievement rating for each of the eight years the FIRST system has been in place. We are pleased with these ratings and will strive to continue to improve the financial operations of the District.

Should you have any questions, please feel free to call my office.

Sincerely,

Jeff N. Turner, Ed. D.  
Superintendent of Schools

JT/kr

## **EXECUTIVE SUMMARY**

### **Background Information:**

Senate Bill (SB) 875 of the 76<sup>th</sup> Legislature (1999) required the development of a proposal for a school financial accountability rating system for school districts. The 77<sup>th</sup> Legislature (2001) enacted SB 218, which requires the implementation of a financial accountability rating system. The financial accountability rating system will be officially referred to as “Schools FIRST” (Financial Integrity Rating System of Texas). The primary goal of Schools FIRST is to achieve improved performance in the management of school districts’ financial resources. Legislators and their constituents have raised many questions regarding qualitative aspects of the management of financial resources in Texas public schools. Improvement in the quality of financial management will facilitate better uses of resources. The importance of the rating system’s stated goal is underscored by the steadily increasing complexity of the state’s funding of public schools compounded by the increasing sophistication of the associated accounting system.

The primary objective of the rating system is to assess the quality of financial management in Texas public schools. A secondary objective is to measure and report the extent to which financial resources in Texas public schools assure the maximum allocation possible for direct instructional purposes. Other objectives reflect the implementation of a rating system that fairly and equitably evaluates the quality of financial management decisions. After full implementation of the rating system, the districts’ ratings will be openly reported to the general public and to other interested persons and entities.

### **New Reporting Requirements**

With the passage of House Bill 3, 81<sup>st</sup> Legislative Session, the 65% instructional expenditure ratio requirement was repealed. This resulted in the deletion of prior year’s indicators 13 and 14 related to the 65% instructional expenditure ratio requirement for the ratings issued by the Texas Education Agency in the summer of 2010. This reporting change revised the financial indicators from 24 to 22.

### **Reporting Requirement History**

Beginning 2006-2007 the indicator system for FIRST was revised to include 24 questions instead of 21 as in prior years. In the 2007 calendar year, the financial management report issued that the Schools FIRST hearing must contain certain required disclosures. Under Chapter 108, the Commissioner required certain disclosures as follows: 1.) a copy of the superintendent’s current employment contract. The District may publish the superintendent’s contract on the District’s website in lieu of publication in the annual financial management report; 2.) a summary schedule for fiscal year (12 month period) of total reimbursements received by the superintendent and each board member; 3.) a summary schedule for the fiscal year of the dollar amount of compensation and/or fees received by the superintendent from another school district or any other outside entity in exchange for professional consulting and/or other personal services. 4.) a summary schedule for the fiscal year of the total dollar amount by the superintendent and board

members of gifts received. This reporting requirement only applied to gifts received by the school district's superintendent and board members (and their immediate family as described by Government Code, Chapter 573, Subchapter B, as a person related to another person within the first degree by consanguinity or affinity) from an outside entity that received payments from the school district in the prior fiscal year, and gifts from competing vendors that were not awarded contracts in the prior fiscal year; 5) a summary schedule for the fiscal year of the dollar amount by board member for the aggregate amount of business transactions with the school district. Additional explanation of these reporting requirements can be found on pages 13-19 and disclosures are included on pages 26-35.

### **District Ratings**

Districts' ratings are based upon the districts' numerical scores, with a maximum score of 80. There are 22 indicators that reflect fiscal responsibility, appropriate budgeting, appropriate personnel ratios, and proper cash management. There are 4 critical error indicators (Yes and No) and a combination of two questions (Yes and No) that can generate a critical error. The indicators and descriptions are outlined in section II of this report. The four primary levels of ratings are based upon the count of "Yes" answers to the first 4 indicators by each school district, "Yes" to both Indicator 5 and 6, and numeric scoring on the remaining 16 indicators. The scoring system is shown in the chart below:

<b>Rating</b>	<b>Score</b>
Superior Achievement	72-80 and Yes to indicator 7
Above Standard Achievement	64-71 or $\geq 72$ and No to indicator 7
Standard Achievement	56 – 63
Substandard Achievement	$< 56$ or No to one default indicator

The default indicators include a No answer to any of the first 4 indicators (deficit unreserved fund balance; default on debt; negative unrestricted net asset balance, or late filing the annual financial report) or No to both indicator 5 and 6 (a qualified opinion to the annual financial report, and material weaknesses in internal controls). Sanctions would be applied to districts that receive a "Substandard Achievement" rating. Additional sanctions could apply if issues arise relating to data quality. Sanctions could result in the assignment of a financial monitor or master by the Texas Education Agency Accountability Department in accordance with Chapter 39 of the Education Code. Additional sanctions could involve an accreditation investigation that could result in specific requirements for improvements in financial management. A lowered rating status resulting from an investigation would remain in effect until the commissioner acknowledges that significant improvement was being made in financial management problem areas.

**For 2008-2009 the Coppell Independent School District received  
a Schools FIRST rating of:**

**SUPERIOR ACHIEVEMENT**

From the financial data submitted for the 2008-2009 fiscal year, the District answered yes indicators 1-6 and scored the maximum points on all indicators. The complete results to the indicators begin on page 7 of this report and also include the 2007-2008 comparative results.

### **Reporting, Notices and Public Meetings**

The Board of Trustees will publish an annual report describing the financial management performance of the district. The report must include the information provided by the Texas Education Agency and any supplemental information as may be determined by the local Board of Trustees. **A copy of the report is available, upon request, from the Business Office and is available on the district's website.**


As required by State law, the Board of Trustees shall hold a public meeting within two months of receiving the School FIRST ratings. Notice of the meeting to discuss the school financial accountability rating must be published twice in a local newspaper. The first notice must be no more than thirty days or less than fourteen days prior to the scheduled meeting date. The District has complied with the public hearing notifications in the local newspaper. The dates of publication appeared on September 10<sup>th</sup> and 17<sup>th</sup>. **The public meeting was held in conjunction with the regularly called Board of Trustees meeting on September 27, 2010.**



Financial Integrity Rating System of Texas

## 2008-2009 DISTRICT STATUS

Name: <b>COPPELL ISD (057922)</b>			
Rating: <b>SUPERIOR ACHIEVEMENT</b>		Indicators Answered YES: 22 (2008-09) Indicators Answered YES: 24 (2007-08)	
District Score: <b>80 (Maximum Score 80)</b> Passing Score: 56		Indicators Answered NO: 0 (2008-09) 0 (2007-08)	
#	Indicator Description	2008-2009 Result	2007-2008 Result
1	Was The Total Fund Balance Less Reserved Fund Balance Greater Than Zero In The General Fund?	Yes	Yes
2	Was The Total Unrestricted Net Asset Balance In the Governmental Activities Column In The Statement Of Net Assets Greater Than Zero?	Yes	Yes
3	Were There No Disclosures In The Annual Financial Report And/Or Other Sources Of Information Concerning Default On Bonded Indebtedness Obligations?	Yes	Yes
4	Was The Annual Financial Report Filed Within One Month After November 27th Or January 28th Deadline Depending Upon The District's Fiscal Year End Date (June 30th or August 31st)?	Yes	Yes
5	Was There An Unqualified Opinion In Annual Financial Report?	Yes	Yes

	 <b>Financial Integrity Rating System of Texas</b> <b>2008-2009 DISTRICT STATUS</b>		
#	Indicator Description	2008-2009 Result	2007-2008 Result
6	Did The Annual Financial Report Not Disclose Any Instance(s) Of Material Weaknesses In Internal Controls?	Yes	Yes
		1 Multiplier Sum	
7	Did The Districts Academic Rating Exceed Academically Unacceptable?	5	5
8	Was The Three-Year Average Of Total Tax Collections (Including Delinquent) Greater Than 98%?	5	5
9	Did The Comparisons Of PEIMS Data To Like Information In Annual Financial Report Result In An Aggregate Variance Of Less Than 3 Percent Of Expenditures Per Fund Type (Data Quality Measure)?	5	5
10	Were Debt Related Expenditures (Net Of IFA And/Or EDA Allotment) < \$350.00 Per Student? (If The District's Five-Year Percent Change In Students = Or > 7%, Or If Property Taxes Collected Per Penny Of Tax Effort > \$200,000, Per Student)	5	5





**Financial Integrity Rating System of Texas**

**2008-2009 DISTRICT STATUS**


#	Indicator Description	2008-2009 Result	2007-2008 Result
11	Was There No Disclosure In The Annual Audit Report Of Material Noncompliance?	5	5
12	Did The District Have Full Accreditation Status In Relation To Financial Management Practices? (e.g. No Master Or Monitor Assigned)	5	5
	Was The Percent Of Operating Expenditures Expended For Instruction More Than 65%? (Functions 11, 36, 93, 95) (Indicator Percent was applicable <u>prior to 2008-2009</u> , 3 Maximum Score)	N/A	3
	Was the Percent of Operating Expenditures Expended for Instruction more than or equal to 65%? (Indicator Percent was applicable <u>prior to 2008-2009</u> , 3 Maximum Score)	N/A	3
13	Was The Aggregate Of Budgeted Expenditures And Other Uses Less Than The Aggregate Of Total Revenues, Other Resources and Fund Balance In General Fund?	5	5
14	If The District's Aggregate Fund Balance In The General Fund And Capital Projects Fund Was Less Than Zero, Were Construction Projects Adequately Financed? (To Avoid Creating Or Adding To The Fund Balance Deficit Situation)	5	5



**Financial Integrity Rating System of Texas**

**2008-2009 DISTRICT STATUS**

#	Indicator Description	2008-2009 Result	2007-2008 Result
15	Was The Ratio Of Cash And Investments To Deferred Revenues (Excluding Amount Equal To Net Delinquent Taxes Receivables) In The General Fund = Or > 1:1? (If Deferred Revenues < Net Delinquent Taxes Receivable)	5	5
16	Was The Administrative Cost Ratio Less Than The Standard In State Law?	5	5
17	Was The Ratio Of Students To Teachers Within the Ranges Shown Below According To District Size? (Listed On Page 12)	5	5
18	Was The Ratio Of Students To Total Staff Within the Ranges Shown Below According To District Size? (Listed On Page 12)	5	5
19	Was The Total Fund Balance In The General Fund More Than 50% And Less Than 150% Of Optimum According To The Fund Balance And Cash Flow Calculation Worksheet In The Annual Financial Report?	5	5

	 <p><b>Financial Integrity Rating System of Texas</b>  <b>2008-2009 DISTRICT STATUS</b></p>		
#	Indicator Description	2008-2009 Result	2007-2008 Result
20	Was The Decrease In Undesignated Unreserved Fund Balance < 20% Over Two Fiscal Years? (If 1.5 Times Optimum Fund Balance < Total Fund Balance In General Fund Or If Total Revenues > Operating Expenditures In The General Fund, Then District Receives 5 Points)	5	5
21	Was The Aggregate Total Of Cash And Investments In The General Fund More Than \$0?	5	5
22	Were Investment Earnings In All Funds More Than \$20 Per Student? In 2007-2008 The maximum score was 4.	5	4

## DETERMINATION OF RATING

A.	Did The District Answer <b>No</b> To Indicators 1, 2, 3, Or 4? Or Did The District Answer "No" To Both 5 and 6? If So, The District's Rating Is <b>Substandard Achievement</b> .	
B.	Determine Rating By Applicable Range For Summation Of The Indicator Scores (Indicator 7-24)	
	Superior Achievement	72-80 and Yes To Indicator 7
	Above Standard Achievement	64-71 or > = 72 And No To Indicator 7
	Standard Achievement	56-63
	Substandard Achievement	< 56 Or No To One Default Indicator



Financial Integrity Rating System of Texas

## INDICATOR 16 STANDARD

Indicator 16	
District Size - Number of Students Between	Standard
Sparse	.3614
< 500	.2654
500-999	.1561
1000-4999	.1401
5000-9999	.1250
=> 10000	.1105

## INDICATOR 17 & 18 RATIOS

Indicator 17	Ranges for Ratios		Indicator 18	Ranges for Ratios	
District Size - Number of Students Between	Low	High	District Size - Number of Students Between	Low	High
< 500	7	22	< 500	5	14
500-999	10	22	500-999	5.8	14
1000-4999	11.5	22	1000-4999	6.3	14
5000-9999	13	22	5000-9999	6.8	14
=> 10000	13.5	22	=> 10000	7.0	14



## HOW RATINGS ARE ASSESSED

### Rating Worksheet

The questions a school district must address in completing the worksheet used to assess its financial management system can be confusing to non-accountants. The following is a layman's explanation of what the questions mean—and what your district's answers can mean to its rating.

#### **1. Was total Fund Balance less Reserved Fund Balance greater than zero in the General Fund?**

School districts must legally have a fund balance to ensure adequate funding for operations. This indicator is designed to ensure that your district has a positive amount of fund balance cash (savings) that is not designated or "reserved" for a specific purpose. In other words, "Does your district have funds set aside for a rainy day?"

Calculation:

$A > 0$  Where  $A = [\text{Aggregate Of Unreserved, Designated Fund Balance And Unreserved, Undesignated Fund Balance In General Fund At June 30 or August 31 Depending On Fiscal Year End}]$

#### **2. Was the Total Unrestricted Net Asset Balance (Net of Accretion of Interest for Capital Appreciation Bonds) in the Governmental Activities Column in the Statement of Net Assets Greater than Zero? (If the District's Five-Year Percent Change in Students was a 10% Increase or more then Answer Yes)**

This indicator simply asks, "Did the district's total assets exceed the total amount of liabilities (according to the very first

financial statement in the annual audit report)?" This indicator recognizes that high-growth districts incur large amounts of debt to fund construction, and that total debt may exceed the total amount of assets under certain scenarios.

Calculation:

If  $((C - D) / D) \times 100 < 10\%$  Then Continue  
Calculation  $A + B > 0$  Where  $A = \text{Total Unreserved Net Asset Balance in the Governmental Activities Column in Exhibit A-1, Statement of Net Assets in the Annual Financial Report}$ ;  $B = \text{Accretion of Interest for Capital Appreciation Bonds}$ ;  $C = [\text{Number Of Students In Year 5 From Base Year}]$ ;  $D = [\text{Number Of Students In Base Year}]$

#### **3. Were there NO disclosures in the Annual Report and/or other sources of information concerning default on bonded indebtedness obligations?**

This indicator seeks to make certain that your district has paid your bills/obligations on bonds issued to pay for school construction, etc. No calculation involved.

#### **4. Was the Annual Financial Report filed within one month after the November 27 or January 28 deadline depending upon the district's Fiscal Year end date (June 30 or August 31)?**

Was your Annual Financial Report filed by the deadline? No calculation involved.

#### **5. Was there an Unqualified Opinion in the Annual Financial Report?**

A "qualification" on your financial report means that you need to correct some of your



## HOW RATINGS ARE ASSESSED

reporting or financial controls. A district's goal, therefore, is to receive an "unqualified opinion" on its Annual Financial Report. This is a simple "Yes" or "No" indicator. No calculation involved.

### **5. Did the Annual Financial Report NOT disclose any instance(s) of material weakness in internal controls?**

A clean audit of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being able to properly account for its use of public funds, and should be immediately addressed. No calculation involved.

### **6. Did the Annual Financial Report NOT disclose any instance(s) of material weakness in internal controls?**

A clean audit of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being properly account for its use of public funds, and should be immediately addressed. No calculation involved.

### **7. Did the district's academic rating exceed academically unacceptable?**

This indicator simply asks whether the district's accreditation status is in good standing. No calculation involved.

### **8. Was the percent of total tax collections (including delinquent)**

### **greater than 98 percent?**

This indicator measures your district's success in collecting the taxes owed to you by your community's businesses and homeowners, placing a 98 percent minimum collections standard. You must collect 98 percent or more of your taxes, **including** any delinquent taxes owed from past years.

Calculation:

$((A / B) \times 100)$  Where A = [Tax Collections For Three Years]; B = [Tax Levy For Three Years] Reported In Exhibit J-1 Schedule of Delinquent Taxes Receivable In The Annual Financial Report

### **9. Did the comparison of PEIMS data to like information in the Annual Financial Report result in an aggregate variance of less than 3 percent of expenditures per fund type (Data Quality Measure)?**

This indicator measures the quality of data reported to PEIMS and in your Annual Financial Report to make certain that the data reported in each case "matches up." If the difference in numbers reported in any fund type is more than 3 percent, your district "fails" this measure.

Calculation:

$((A / B) \times 100)$  Of C Where A = [Absolute Value Of All Differences In Expenditures In Exhibit C-2 Statement of Revenues, Expenditures, and Changes in Fund Balance And PEIMS]; B = [Sum Of Expenditure In PEIMS Per Fund Type Presented In Exhibit C-2]; C = [Fund Class]

### **10. Were Debt-Related Expenditures (net of IFA and/or EDA allotment) less than \$250 per student? (If the**



## HOW RATINGS ARE ASSESSED

**district's five year percent change in students was a 7 percent increase or more, or if property taxes collected per penny of tax effort were more than \$200,000, then answer this indicator YES.)**

This indicator shows the Legislature's intent for school districts to spend money on education, rather than fancy buildings, by limiting the amount of money district's can spend on debt to \$250 per student. Fortunately, the Legislature did allow for fast-growth schools to exceed this cap.

Calculation:

If  $((B - D) / D) \times 100 < 7\%$  Or  $E / F < \$200,000$ , Then Continue Calculation  $((A - C) / B)$  Where A = [Function 71 Expenditures Report In The Debt Service And General Funds (Excluding Expenditure Object Codes 6524 and 6525)]; B = [Number Of Students In Year 5 From Base Year]; C = [IFA + EDA Allotments]; D = [Number Of Students In Base Year]; E = [Total Tax Collections]; F = [Total Tax Rate In Pennies]

**11. Was there NO disclosure in the Annual Audit Report of Material Noncompliance?**

No disclosure means the Annual Audit Report includes no disclosure indicating that the school district failed to comply with laws, rules and regulations for a government entity. No calculation involved.

**12. Did the district have full accreditation status in relation to financial management practices? (e.g. no master or monitor assigned)**

Did TEA take over control of your district due to financial issues such as fraud or having a negative fund balance? If not, you pass this indicator. No calculation involved.

**This question was applicable in 2008-2009. Was the percentage of Operating Expenditures expended for Instruction more than or equal to 65%? (Functions 11, 36, 93, and 95)**

This indicator shows your district's ability to focus the majority of its funding so that it directly pays for student instruction. Student instructional costs only include expenditure categories in the reporting format followed by the NCES (National Center for Educational Statistics), which include function code 11, instruction; function code 36, extracurricular activities; function code 93, payments to cooperatives; and function code 95, payments to juvenile justice alternative education programs. A district earn up to three points under this indicator based upon its relative performance. The district may post its check register and aggregate payroll amount if its performance on Indicator 13 prevents attaining the three points.

**This question was applicable in 2008-2009. Was the percent of operating expenditures expended for instruction more than or equal to 65?**

This indicator provides another perspective on your district's ability to focus the majority of its funding so that it directly pays for student instruction. Student instructional costs include expenditure categories in the reporting format followed by the NCES (National Center for Educational Statistics) plus costs reported under function 12, libraries and media





## HOW RATINGS ARE ASSESSED

services. A district earns up to three points under this indicator based upon its relative performance.

### **13. Was the aggregate of Budgeted Expenditures and Other Uses LESS THAN the aggregate of Total Revenues, Other Resources and Fund Balance in General Fund?**

Did you overspend your budget? Your district will receive a negative rating on this measure if your total expenditures and other uses for the fiscal year exceeded your total funds available.

Calculation:

$(A + B) - (C + D + E) < 0$  Where A = [Budgeted Appropriations In General Fund]; B = [Budgeted Other Uses In The General Fund]; C = [Budgeted Revenues In General Fund]; D = [Budgeted Other Resources In The General Fund]; E = [Fund Balance In General Fund At September 1]

### **14. If the district's Aggregate Fund Balance in the General Fund and Capital Projects Fund was LESS THAN zero, were construction projects adequately financed? (Were construction projects adequately financed or adjusted by change orders or other legal means to avoid creating or adding to the fund balance deficit situation?)**

Did you over-spend on school buildings or other capital projects? This indicator measures your district's ability to construct facilities without damaging your Fund Balance.

Calculation:

If  $(C + D) < 0$  Then Continue Calculation As  $(A - B - (C + D)) < 0$  Where A = [Expenditures Function 81 In General Fund and Capital Projects Fund]; B = [Other Resources For Real Property Financing In General Fund and Capital Projects Fund]; C = [Fund Balance In General Fund At July 1 or September 1 Depending On Fiscal Year End]; D = [Fund Balance In Capital Projects Fund At September 1]

### **15. Was the ratio of Cash and Investments to Deferred Revenues (excluding amount equal to net Delinquent Taxes Receivable) in the General Fund greater than or equal to 1:1? (If Deferred Revenues are less than Delinquent Taxes Receivable, then the district receives 5 points)**

This indicator measures whether or not your district has sufficient cash and investments to balance Fund Balance monies such as TEA overpayments (deferred revenues). In other words, your District should have fund balance monies of its own that are at least equal to those dollars that are there due to overpayments from TEA, and you should not be spending "next year's" monies this year.

Calculation:

If  $B > 0$  Then Continue Calculation As  $(A / B)$  Where A = [Cash And Investments In General Fund]; B = [Deferred Revenue In General Fund – Property Tax Receivable Net Of Uncollectible]

### **16. Was the Administrative Cost Ratio less than the standard in State Law?**

This indicator measures the percentage of





## HOW RATINGS ARE ASSESSED

their budget that Texas school districts spent on administration. Did you exceed the cap in School FIRST for districts of your size?

Calculation:

(A>B) A = [Acceptable Administrative Cost Ratio]; B = [Administrative Cost Ratio Of The District]

Indicator 16	
District Size – No. of Students Between	Standard
Sparse	.3614
< 500	.2654
500 – 999	.1561
1,000 - 4,999	.1401
5,000 – 9,999	.1250
=> 10,000	.1105

### 17. Was the Ratio of Students to Teachers within the ranges shown below according to district size?

This indicator measures your pupil-teacher ratio to ensure that it is within TEA recommended ranges for districts of your student population range. For example, districts with a student population between 500 and 1,000 should have no more than 22 students per teacher and no fewer than 10 students per teacher.

Calculation:

(A / B) Where A = [Number Of Students]; B = [Number Of Teachers FTEs]

Indicator 17		Ranges for Ratios	
District Size – No. of Students Between		Low	High
< 500		7	22
500 – 999		10	22
1,000 - 4,999		11.5	22
5,000 – 9,999		13	22
=> 10,000		13.5	22

### 18. Was the Ratio of Students to Total Staff within the ranges shown below according to district size?

This indicator measures your pupil-staff ratio to ensure that it is within TEA-recommended ranges for districts of your student population range. For example, districts with a student population between 500 and 1,000 should have no more than 14 students per staff member and no fewer than 5.0 students per district employee.

Calculation:

(A / B) Where A = [Number Of Students]; B = [Total Staff FTEs]

Indicator 18		Ranges for Ratios	
District Size – No. of Students Between		Low	High
< 500		5	14
500 – 999		5.8	14
1,000 - 4,999		6.3	14
5,000 – 9,999		6.8	14
=> 10,000		7.0	14

### 19. Was the Total Fund Balance in the General Fund more than 50 percent and less than 150 percent of Optimum according to the Fund Balance and Cash Flow Calculation Worksheet in the Annual Financial Report?

Your district's audit provides an optimum General Fund "Fund Balance" for your district. Your district should have no less than one-half and no more than one and one half times this amount in your Fund Balance, counting both reserved and unreserved fund balances.



## HOW RATINGS ARE ASSESSED

Calculation:

Deficient Fund Balance Amount In General Fund Is Defined As  $A < ((B \times .5) \text{ And Excess Is Defined As } A > (B \times 1.5)$  Where  $A = [\text{Total General Fund Balance August 31, 20XX}]$ ;  $B = \text{Line 10 in Exhibit J-3, Fund Balance and Cash Flow Calculation Worksheet in the Annual Financial Report.}$

**20. Was the decrease in Undesignated Fund Balance less than 20 percent over two Fiscal Years? (If 1.5 times Optimum Fund balance in General Fund or if Total Revenues exceeded Operating Expenditures in the General Fund, then the district receives 5 points)**

Are you “feeding off of your Fund Balance” to pay for salaries or other district operating expenses? This indicator notes rapid decreases in your undesignated Fund Balance (those dollars not designated as a “land fund” or “construction fund”) or emergency fund. A district earns up to five points under this indicator based upon its relative performance.

Calculation:

If  $(A - B) > 0$  And Optimum Fund Balance  $\times 1.5$  Is Less Than Total Fund Balance In General Fund And  $[C] \times .80 > [D]$ , Then Continue Calculation  $[A] - [B]$  Where  $A = [\text{Expenditures In General Fund In Functions 11 Through 61 And Expenditure Object Codes 6100 Through 6400}]$ ;  $B = [\text{Total Revenues In General Fund}]$ ;  $C = [\text{Undesignated, Unreserved Fund Balance In General Fund At June 30 or August 31, Depending On Fiscal Year End, Two Fiscal Years Prior}]$ ;  $D = [\text{Undesignated, Unreserved Fund Balance In General Fund For The Last Fiscal Year}]$

**21. Was the Aggregate Total of Cash and Investments in the General Fund more than \$0?**

Does your district have cash in the bank, and/or investments?

Calculation:

$A > 0$  Where  $A = [\text{Cash and Investments In General Fund}]$

**22. Were Investment Earnings in all funds more than \$20 per student?**

Are you using your cash or reserve fund (Fund Balance) monies wisely? A district earns up to five points under this indicator based upon its relative performance.

Calculation:

$(A / B)$  Where  $A = [\text{Investment Earnings In All Funds Except Debt Service Fund And Capital Projects Fund}]$ ;  $B = [\text{Number Of Students}]$

# HOW RATINGS ARE ASSESSED

Figure: 19 TAC §109.1002(d)

School FIRST - Rating Worksheet Dated March 2010  
 School Year 2008 - 2009  
 Fiscal Year Ended June 30, 2009  
 County District # 057 - 822  
 District Name : CORPELL INDEPENDENT SCHOOL DISTRICT

		Check The Appropriate Box Below		Determination of Points									
		Yes	No	5	4	3	2	1	0				
				5	Yes								
		Y		5	> 98%	> 92%	=< 95%	> 86%	=< 89%				
				5	Yes								
		Y		5	< \$350	=> \$600	< \$950	=> \$1,000	=> \$1,350				
				5	Yes								
		Y		5	Yes								
		Y		5	Yes								
		Y		5	Yes								
		Y		5	Yes								
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## DISCLOSURE EXPLANATION

### Reporting Your School District's Financial Accountability Rating

Every school district in Texas is required to prepare an annual financial management report that includes the following:

A. The district's financial management performance rating provided by the Texas Education Agency (TEA) based on its comparison with indicators established by the Commissioner of Education for the state's new Financial Accountability System.

B. The district's financial management performance under each indicator for the current and previous years' financial accountability ratings (**NEW Reporting Requirement**);

C. Additional information required by the Commissioner of Education. (**NEW Reporting Requirement**)

**Notice: Starting with the 2007 calendar year, the financial management report that will be issued at the Schools FIRST hearing must contain certain required disclosures, in accordance with Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.**

Under Chapter 109, the Commissioner requires certain disclosures, as follows:

1. "a copy of the **superintendent's current employment contract**. The school district may publish the superintendent's employment contract on the school district's Internet site in lieu of publication in the annual financial management report;
2. a summary schedule for the fiscal year (12-month period) of **total reimbursements received by the superintendent and each board member**, including transactions resulting from use of the school district's credit card(s) to cover expenses incurred by the superintendent and each board member. The summary schedule shall separately report reimbursements for meals, lodging, transportation, motor fuel, and other items (the summary schedule of total reimbursements is not to include reimbursements for supplies and materials that were purchased for the operation of the school district);
3. a summary schedule for the fiscal year of the dollar amount of **compensation and/or fees received by the superintendent from**





## DISCLOSURE EXPLANATION

**another school district or any other outside entity in exchange for professional consulting and/or other personal services.** The schedule shall separately report the amount received from each entity;

4. a summary schedule for the fiscal year of **the total dollar amount by the executive officers and board members of gifts that had an economic value of \$250 or more** in the aggregate in the fiscal year. This reporting requirement only applies to gifts received by the school district's executive officers and board members (and their immediate family as described by Government Code, Chapter 573, Subchapter B, as a person related to another person within the first degree by consanguinity or affinity) from an outside entity that received payments from the school district in the prior fiscal year, and gifts from competing vendors that were not awarded contracts in the prior fiscal year. This reporting requirement **does not apply** to reimbursement of travel-related expenses by an outside entity when the purpose of the travel is to investigate or explore matters directly related to the duties of an executive officer or

board member, or matters related to attendance at education-related conferences and seminars whose primary purpose is to provide continuing education (**this exclusion does not apply to trips for entertainment related purposes or pleasure trips**). This reporting requirement excludes an individual gift or a series of gifts from a single outside entity that had an aggregate economic value of less than \$250 per executive officer or board member; and

5. a summary schedule for the fiscal year of the **dollar amount by board member for the aggregate amount of business transactions with the school district**. This reporting requirement is not to duplicate the items disclosed in the summary schedule of reimbursements received by board members;...”

D. Additional information that the district’s board of trustees deems useful.

Refer to the Commissioner’s Rules Concerning the Financial Accountability Rating System (Chapter 109, Subchapter AA) for more information.

**Templates for reporting the new disclosures are provided in the pages preceding the glossary in this communication resources kit.**

## **Academic Excellence Indicator System**

**(AEIS):** The Texas Education Agency pulls together a wide range of information on the performance of students in each school and district in Texas every year. This information is put into the annual AEIS reports, which are available each year in November. The performance indicators include:

- TAKS passing rate by grade, by subject, and by all grades tested;
- End-of-Course examination — participation and results;
- SDAA performance
- Attendance rate for the full year;
- Dropout rate (by year);
- Completion and dropout rates (4-year longitudinal);
- Percent of high school students completing an advanced course;
- Percent of graduates completing the Recommended High School Program;
- AP and IB examination results;
- TAKS / TASP equivalency rate; and
- SAT and ACT examination — participation and results.

**Accountability Rating:** The rating assigned by the Academic Excellence Indicator System (AEIS) to a school district or campus. The three indicators used to determine the accountability rating for a campus or district are their (1) performance on the TAAS reading, mathematics, and writing exams; (2) Dropout Rate; and (3) Attendance Rate. Based on these indicators every campus and district is assigned one of the following: **District Ratings:** Exemplary, Recognized, Academically Acceptable, Academically Unacceptable, Unacceptable (Special Accreditation Investigation) or Charter. **Campus Ratings:** Exemplary, Recognized, Acceptable, Low Performing, or Not Rated. Alternative Schools are rated differently.

**Accounting:** A standard school fiscal accounting system must be adopted and installed by the board of trustees of each school district. The accounting system must conform to generally accepted accounting principles. This accounting system must also meet at least the minimum requirements prescribed by the state board of education, subject to review and comment by the state auditor.

**Ad Valorem Property Tax:** Literally the term means “according to value.” Ad valorem taxes are based on a fixed proportion of the value of the property with respect to which the tax is assessed. They require an appraisal of the taxable subject matter’s worth. General property taxes are almost invariably of this type. Ad valorem property taxes are based on ownership of the property, and are payable regardless of whether the property is used or not and whether it generates income for the owner (although these factors may affect the assessed value).

**Adopted Tax Rate:** The tax rate set by the school district to meet its legally adopted budget for a specific calendar year.

**All Funds:** A school district’s accounting system is organized and operated on a fund basis where each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise. All Funds refers to the combined total of all the funds listed below:

- The General Fund
- Special Revenue Funds (Federal Programs, Federally Funded Shared Services, State Programs, Shared State/Local Services, Local Programs)
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds for the National School Breakfast and Lunch Program

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Auditing:** Accounting documents and records must be audited annually by an independent auditor. Texas Education Agency (TEA) is charged with review of the independent audit of the local education agencies.

**Beginning Fund Balance:** The General Fund balance on the first day of a new fiscal year. For most school districts this is equivalent to the fund balance at the end of the previous fiscal year.



## GLOSSARY OF TERMS

**Budget:** The projected financial data for the current school year. Budget data are collected for the general fund, food service fund, and debt service fund.

**Budgeting:** Not later than August 20 of each year, the superintendent (or designee) must prepare a budget for the school district if the fiscal year begins on September 1. (For those districts with fiscal years beginning July 1, this date would be June 20.) The legal requirements for funds to be budgeted are included in the Budgeting module of the TEA Resource Guide. The budget must be adopted before expenditures can be made, and this adoption must be prior to the setting of the tax rate for the budget year. The budget must be itemized in detail according to classification and purpose of expenditure, and must be prepared according to the rules and regulations established by the state board of education. The adopted budget, as necessarily amended, shall be filed with TEA through the Public Education Information Management System (PEIMS) as of the date prescribed by TEA.

**Capital Outlay:** This term is used as both a Function and an Object. Expenditures for land, buildings, and equipment are covered under Object 6600. The amount spent on acquisitions, construction, or major renovation of school district facilities are reported under Function 80.

**Capital Project Funds:** Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

**Cash:** The term, as used in connection with cash flows reporting, includes not only currency on hand, but also demand deposits with banks or other financial institutions. Cash also includes deposits in other kinds of accounts or cash management pools that have the general characteristics of demand deposit accounts in that the governmental enterprise may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

**Chapter 41:** A key “equity” chapter in the Texas Education Code (TEC) is Chapter 41. This chapter is devoted to wealth equalization

through the mechanism of recapture, the recovery of financial resources from districts defined by the state as high property wealth. Resources are recovered for the purpose of sharing them with low-wealth districts. Districts that are subject to the provisions of Chapter 41 must make a choice among several options in order to reduce their property wealth and share financial resources.

**Comptroller Certified Property Value:** The district’s total taxable property value as certified by the Comptroller’s Property Tax Division (Comptroller Valuation).

**Debt Service Fund:** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Debt Services:** Two function areas (70 and 71) and one Object (6500) are identified using this terminology “debt services.” Function 70 is a major functional area that is used for expenditures that are used for the payment of debt principal and interest including Function 71. Expenditures that are for the retirement of recurring bond, capital lease principal, and other debt, related debt service fees, and for all debt interest fall under Function 71. Object 6500 covers all expenditures for debt service.

**Deferred Revenue:** Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**Designated Fund Balance:** The designated fund balance represents tentative plans for the future use of financial resources. Designations require Board action to earmark fund balance for bona fide purposes that will be fulfilled within a reasonable period of time.

**Effective Tax Rate:** Provides the unit with approximately the same amount of revenue it had the year before on properties taxes in both years. A comparison of the effective tax rate to the taxing unit’s proposed tax rate shows if there will be a tax increase.



## GLOSSARY OF TERMS

**Ending Fund Balance:** The amount of unencumbered surplus fund balance reported by the district at the end of the specified fiscal year. For most school districts this will be equivalent to the fund balance at the beginning of the next fiscal year.

**Excess (Deficiency):** Represents receivables due (excess) or owed (deficiency) at the end of the school year. This amount is recorded as Asset Object 1200.

**Existing Debt Allotment (EDA):** Is the amount of state funds to be allocated to the district for assistance with existing debt.

**Expenditures:** The cost of goods delivered or services rendered, whether paid or unpaid including expenses, provisions for debt retirement not reported as a liability of the fund from which retired and capital outlays.

**Federal Revenues:** Revenues paid either directly to the district or indirectly through a local or state government entity for Federally-subsidized programs including the School Breakfast Program, National School Lunch Program, and School Health and Related Services Program. This amount is recorded as Revenue Object 5900.

**Fiscal Year:** A period of 12 consecutive months legislatively selected as a basis for annual financial reporting, planning, and budgeting. The fiscal year may run September 1 through August 31 or July 1 through June 30.

**Foundation School Program (FSP) Status:** The Foundation School Program (FSP) is the shared financial arrangement between the state and the school district, where property taxes are blended with revenues from the state to cover the cost of basic and mandated programs. The nature of this arrangement falls in one of the following status categories: Regular, Special Statutory, State Administered, Education Service Center, or Open Enrollment Charter School District.

**FTE: Full-Time Equivalent** measures the extent to which one individual or student occupies a fulltime position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

**Function:** Function codes identify the expenditures of an operational area or a group of related activities. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function. The major functional areas are:

- Instruction and Instructional-Related Services
- Instructional and School Leadership
- Support Services - Student
- Administrative Support Services
- Support Services; Non-Student Based
- Ancillary Services
- Debt Service
- Capital Outlay
- Intergovernmental Charges

**Fund Balance:** The difference between assets and liabilities reported in a governmental fund.

**General Administration:** The amount spent on managing or governing the school district as an overall entity. Expenditures associated with this functional area are reported under Function 41.

**General Fund:** This fund finances the fundamental operations of the district in partnership with the community. All revenues and expenditures not accounted for by other funds are included. This is a budgeted fund and any fund balances are considered resources available for current operations.

**I&S (Debt Service) Tax Rate:** The tax rate calculated to provide the revenues needed to cover Interest and Sinking (I&S) (also referred to as Debt Service). I&S includes the interest and principal on bonds and other debt secured by property tax revenues.

**Incremental Costs:** The amount spent by a school district with excess wealth per WADA on the purchase of attendance credits either from the state or from other school district(s). Expenditures associated with this functional area are reported under Function 92.



**Instruction:** The amount spent on direct classroom instruction and other activities that deliver, enhance or direct the delivery of learning situations to students regardless of location or medium. Expenditures associated with this functional area are reported under Function 11.

**Instructional Facilities Allotment (IFA):** (State Aid) Provides assistance to school districts in making debt service payments on qualifying bonds and lease-purchase agreements. Proceeds must be used for the construction or renovation of an instructional facility.

## **Intergovernmental Charges:**

“Intergovernmental” is a classification used when one governmental unit transfers resources to another. In particular, when a Revenue Sharing District purchases WADA or where one school district pays another school district to educate transfer students. Expenditures associated with this functional area are reported under Function 90.

## **Investments in Capital Assets, Net of Related Debt:**

One of three components of net assets that must be reported in both government-wide and proprietary fund financial statements. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

**Local & Intermediate Revenues:** All revenues from local taxes and other local and intermediate revenues. For specifics, see the definitions for Local Tax and Other Local & Intermediate Revenues. This amount is recorded under Object 5700.

**Local Tax:** This is all revenues from local real and personal property taxes, including recaptured funds from 1) Contracted Instructional Services Between Public Schools (Function 91) and 2) Incremental Costs associated with Chapter 41 of the Texas Education Code (Function 92).

**M&O Tax Rate:** The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

**Object:** An object is the highest level of accounting classification used to identify either the transaction posted or the source to which the associated monies are related. Each object is assigned a code that identifies in which of the following eight major object groupings it belongs:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balances
- 5000 Revenue
- 6000 Expenditures/Expenses
- 7000 Other Resources/NonOperating Revenue/Residual Equity Transfers In
- 8000 Other Uses/NonOperating Revenue/Residual Equity Transfers Out

**Operating Expenditures:** A wide variety of expenditures necessary to a district’s operations fall into this category with the largest portion going to payroll and related employee benefits and the purchase of goods and services.

**Operating Expenditures/Student:** Total Operating Expenditures divided by the total number of enrolled students.

**Operating Revenues and Expenses:** Term used in connection with the proprietary fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of operating activities for cash flows reporting in establishing their own definition.

**Other Local & Intermediate Revenues:** All local and intermediate revenues NOT from local real and personal property taxes including:

- Revenues Realized as a Result of Services Rendered to Other School Districts
- Tuition and Fees
- Rental payments, interest, investment income
- Sale of food and revenues from athletic and extra/co-curricular activities
- Revenues from counties, municipalities, utility districts, etc.



## GLOSSARY OF TERMS

**Other Operating Costs:** Expenditures necessary for the operation of the school district that are NOT covered by Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Services, and Capital Outlay fall into this category and include travel, Insurance and bonding costs, election costs, and depreciation. This amount is recorded as Expenditure/Expense Object 6400.

**Other Resources:** This amount is credited to total actual other resources or non-operating revenues received or residual equity transfers in. This amount is recorded under Object 7020.

### **Payments for Shared Services**

**Arrangements:** Payments made either from a member district to a fiscal agent or payments from a fiscal agent to a member district as part of a Shared Services Arrangement (SSA). The most common types of SSAs relate to special education services, adult education services, and activities funded by the Elementary and Secondary Education Act (ESEA). Expenditures associated with this functional area are reported under Function 93.

**Payroll:** Payroll costs include the gross salaries or wages and benefit costs for services or tasks performed by employees at the general direction of the school district. This amount is recorded as Expenditure/Expense Object 6100. *(NOTE: Payroll amounts do not include salaries for contract workers, e.g., for food service and maintenance. Therefore, this figure will vary significantly between districts and campuses that use contract workers and those that do not.)*

**PEIMS:** A state-wide data management system for public education information in the State of Texas. One of the basic goals of PEIMS, as adopted by the State Board of Education in 1986, is to improve education practices of local school districts. PEIMS is a major improvement over previous information sources gathered from aggregated data available on paper reports. School districts submit their data via standardized computer files. These are defined in a yearly publication, the PEIMS Data Standards.

**Plant Maintenance & Operations:** The amount spent on the maintenance and operation of the physical plant and grounds and for warehousing

and receiving services. Expenditures associated with this functional area are reported under Function 51.

**Property /Refined ADA:** The district's Comptroller Certified Property Value divided by its total Refined ADA.

**Property/WADA:** The district's Comptroller Certified Property Value divided by its total WADA.

**Qualified Opinion:** Term used in connection with financial auditing. A modification of the independent auditor's report on the fair presentation of the financial statements indicating that there exists one or more specific exceptions to the auditor's general assertion that the financial statements are fairly presented.

**Refined ADA:** Refined Average Daily Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

**Reserve Fund Balance:** This is that portion of fund equity which is not available for appropriation or has been legally separated for a specific purpose.

**Revenues:** Any increase in a school district's financial resources from property taxes, foundation fund entitlements, user charges, grants, and other sources. Revenues fall into the three broad sources of revenues: Local & Intermediate; State; and Federal.

**Robin Hood Funds:** See Wealth Equalization Transfer.

**Rollback Tax Rate:** Provides the unit with approximately the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra 8 percent cushion, and sufficient funds to pay its debts in the coming year. For school districts, the cushion is six cents per \$100 of property value, not 8 percent. School districts calculate the rollback rate necessary to generate the same amount of state and local funds per weighted average daily attendance (WADA) as was available to the districts in the preceding school year, using



## GLOSSARY OF TERMS

estimated WADA for the upcoming year, plus six cents, plus the current year's debt rate. The rollback rate is the highest rate that the taxing unit may adopt before voters can petition for an election to roll back the adopted rate to the rollback rate. For school districts, no petition is required; it's an automatic election if the adopted rate exceeds the rollback rate.

**School Year:** The twelve months beginning September 1 of one year and ending August 31 of the following year or beginning July 1 and ending June 30. Districts now have two options.

**Special Revenue Fund:** A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.

**State Revenues:** Revenues realized from the Texas Education Agency, other state agencies, shared services arrangements, or allocated on the basis of state laws relating to the Foundation School Program Act. This amount is recorded as Revenue Object 5800.

**Undesignated Fund Balance:** This is that portion of fund equity that is currently available to finance expenditures not already approved by the Board of Trustees.

**Undesignated Unreserved Fund Balances:** Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e., designations). One primary criterion of rating agencies for school bonds is the relative amount of undesignated unreserved fund balance. Bond rating agencies view undesignated unreserved fund balances as a reflection of the financial strength of school districts and show concern when district fund balances decrease.

**Unqualified Opinion:** An opinion rendered without reservation by the independent auditor that financial statements are fairly presented.

**Unrestricted Net Asset Balance:** The term net asset refers to the amount of total assets less total liabilities. Unrestricted net asset balance refers to the portion of total net assets that is neither invested in capital assets nor restricted.

**WADA:** A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students eligible for special entitlements, the greater a school district's WADA will be.

**Wealth Equalization Transfer:** The amount budgeted by districts for the cost of reducing their property wealth to the required equalized wealth level (Function 91). Sometimes referred to as Robin Hood Funds.



## DISCLOSURES

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### COPPELL INDEPENDENT SCHOOL DISTRICT CONTRACT OF EMPLOYMENT SUPERINTENDENT

STATE OF TEXAS     §  
                                  §  
COUNTY OF DALLAS §

THIS CONTRACT is made and entered into by and between COPPELL INDEPENDENT SCHOOL DISTRICT, and DR. JEFF N. TURNER.

#### WITNESSETH:

It is hereby agreed by and between the Board of Trustees of the COPPELL INDEPENDENT SCHOOL DISTRICT, located in Dallas County in the State of Texas, hereinafter called the "Board", and DR. JEFF N. TURNER, hereinafter called "Superintendent", that the said Board in accordance with the Texas Education Code, Chapter 11, Subchapter E, Sec. 11.201, and as recorded in the official minutes of the meeting of the Board held on the 17<sup>th</sup> day of August, 2009, has and does employ DR. JEFF N. TURNER as Superintendent of Schools, to serve in this capacity for twelve (12) months per year, that is, two hundred twenty-six (226) days per year, for a period of four (4) years, to be effective on the 1<sup>st</sup> day of July, 2009, and ending on the 30<sup>th</sup> day of June, 2013. This contract replaces and supercedes the previous Contract of Employment between the parties, dated September 15, 2008. Both parties agree that the Superintendent shall perform the duties of Superintendent of Schools in the District as provided by the laws of the State of Texas, by the policies, rules and regulations which the Board of Trustees is empowered to adopt under the laws of the State of Texas, and under the terms agreed to by both parties as witnessed below:

#### 1. SALARY

In consideration of the following compensation, the Superintendent agrees to perform faithfully the duties of Superintendent of Schools. The salary shall be Two Hundred Seventy-three Thousand Seven Hundred Thirty-two and 80/100 (\$273,732.80) dollars for the 2009-2010 school year. The Superintendent's salary shall be increased annually by three percent (3%), beginning on July 1 of each year. The annual salary shall be paid in equal monthly installments in accordance with the policy of the Board regarding payment of other professional staff members of the school district.



## DISCLOSURES

### 2. SALARY ADJUSTMENT

The Board of Trustees retains the right to adjust the annual salary of the Superintendent at any time during the term of the contract.

### 3. TRAINING REQUIREMENTS

The Superintendent shall, in addition to his regular Superintendent duties, fulfill the following additional training requirements:

The Superintendent shall review and study the best current practices in education through educational research, and shall participate in and network with Texas organizations dedicated to such research and practices. The Superintendent shall provide the Board with periodic reports on the information obtained through such work.

The aforementioned training requirements may be modified annually by the Board of Trustees.

### 4. HEALTH AND DENTAL INSURANCE, AND TERM LIFE INSURANCE

The Board shall pay the cost of Dental and Health Insurance for the Superintendent as a member of the same group plan and with the same benefits as other employees of this District.

### 5. LEGAL LIABILITY INSURANCE AND LEGAL EXPENSES

The Board shall pay the cost to provide legal liability insurance for the Superintendent, as set forth in District policy CRB (Local).

To the extent consistent with the law, including but not limited to Texas Civil Practice & Remedies Code chapter 101, the District agrees to defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against the Superintendent in the Superintendent's individual or official capacity as superintendent of the District, provided that the Superintendent was acting within the course and scope of the Superintendent's employment ("Covered Claim"). However, notwithstanding anything to the contrary herein, the District's obligations under this section shall not, in any event, exceed \$250,000.00.





## DISCLOSURES

The term "Covered Claim" excludes any demands, claims, suits, actions, judgments, expenses, and attorneys' fees where it is determined that the Superintendent committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. This indemnity also excludes any costs, fees, expenses, or damages that would be recoverable or payable under an insurance contract, held either by the District or by the Superintendent. The District's obligation to indemnify does not apply to criminal investigations or criminal proceedings.

The District and the Superintendent shall select the Superintendent's legal counsel for any Covered Claim by agreement if such legal counsel is not also the District's legal counsel. If legal defense is provided through insurance coverage, the Superintendent's right to agree to legal counsel provided for the Superintendent will depend on the terms of the applicable insurance contract.

The Superintendent agrees to fully cooperate with the District in the defense of any and all demands, claims, suits, actions, and legal proceedings brought against the District, regardless of whether the Superintendent is named as a party. This cooperation requirement shall continue after termination of this Contract. Contingent on the Superintendent's providing such full cooperation, the District shall reimburse the Superintendent's reasonable, related expenses, including travel and lodging expenses.

### 6. TRAVEL AND TRANSPORTATION EXPENSES

The Superintendent shall be responsible for payment of all of his own expenses of travel, including mileage, automobile, airfare, hotel/lodging, meals, etc. and other travel related costs for both out-of-district as well as in-district travel.

The District agrees to reimburse the Superintendent only for official district business expenses for all breakfasts, lunches, and dinners which are attended by the Superintendent for the predominant purpose of discussing official district business.

The Superintendent shall be furnished a credit card to be used solely for all approved expenses for official district business.

The Superintendent shall be responsible for obtaining a cellular telephone for his own personal and/or business use, as he so chooses. The Superintendent shall be responsible for payment for such cellular telephone and for any and all charges connected with such cellular telephone.



## DISCLOSURES

### 7. PROFESSIONAL ACTIVITIES NOT DIRECTLY RELATED TO THE SCHOOL DISTRICT

The Superintendent may attend and participate in appropriate professional meetings at the local, state and national level upon advice to and consent by the Board, with the expense of such attendance to be borne by the school district.

The Board approves the attendance of the Superintendent to two national conventions annually.

The Superintendent shall participate fully in the work of appropriate professional associations to the extent of holding office or accepting the responsibility of assignments if elected or appointed and shall undertake writing, consultative work, teaching and speaking engagements, provided, however, that the extent of such activities does not detract from the performance of his duties and responsibilities as Superintendent of Schools. Honorariums for services, including consultative or speaking engagements, are prohibited in accordance with district policy BBFB (Legal). The Board approves attendance of the Superintendent to local civic organizations.

### 8. VACATIONS, HOLIDAYS, AND SICK LEAVE

The Superintendent may observe the same legal holidays as provided by the Board policy for other professional staff on twelve-month contract, and shall be allowed the same number of days vacation and sick leave as provided by Board policy for all professional staff on twelve-month contract.

### 9. DISMISSAL PROVISIONS

This contract may be terminated in accordance with Texas Education Code Section 21.211.

### 10. TERMINATION AT THE REQUEST OF THE SUPERINTENDENT

Termination of this agreement at the end of a school year may be accomplished via resignation by the Superintendent in accordance with the requirements of Texas Education Code § 21.212 (c). Termination upon resignation of the Superintendent may occur at other times during the school year, provided that the notice of resignation is submitted six (6) months prior to the effective date of the resignation. It is further agreed that this contract may be terminated at any time with the consent of the Board, provided that a reasonable and mutually acceptable period of time is allowed between the submission of the request to the Board and the effective date of the resignation.



## DISCLOSURES

### 11. COMPLIANCE WITH CERTIFICATION REQUIREMENTS

The Superintendent shall furnish throughout the term of his employment as Superintendent of Schools a valid and appropriate certificate to act as Superintendent of Schools in the State of Texas, as prescribed by the laws of this State and by the regulations of the Texas State Board of Education.

### 12. WORKING RELATIONSHIPS AND RESPONSIBILITIES

The employment, organization and arrangement of the professional staff for effective administration, supervision and teaching shall be based upon the recommendations of the Superintendent to the Board and subject to approval of the Board.

The staffing needs, assignments and/or transfers of certified employees of the school district shall be based upon recommendations of the Superintendent to the Board and subject to the approval of the Board.

The Board of Trustees, individually or as a body, shall promptly refer all criticisms, complaints and suggestions to the Superintendent for resolution or study and recommendation.

At the request of the Board, the Superintendent shall attend public meetings of the Board, closed meetings of the Board, and participate in the deliberations of the Board.

### 13. ANNUAL REVIEW AND APPRAISAL

The Board of Trustees shall have one closed meeting of the Board annually for the purpose of reviewing and appraising the respective roles and the Superintendent-Board relationship. The Superintendent shall participate fully in the deliberations of this meeting which shall be held on the date of a regular or special meeting of the Board in the month of January of each year, provided the Board may excuse the Superintendent from the meeting while the Board discusses the performance of the Superintendent.

### 14. ANNUAL PHYSICAL EXAMINATION

The Superintendent of Schools shall undergo a comprehensive medical examination at least once each year throughout the term of this contract and shall provide to the Board a statement certifying the physical competency of the Superintendent to perform the duties of the position. Such statement shall be maintained in the files of the Board and shall be treated as confidential. The medical examination shall be conducted by a physician of the Superintendent's choosing who is licensed to practice under the Medical Practices Act of the State of Texas. The cost of said medical examination shall be borne by the Superintendent.





## DISCLOSURES

### 15. GENERAL

The Superintendent and Board shall fulfill all aspects of this contract. Any exception thereto shall be by mutual consent of both parties and attached as an amendment hereto.

EXECUTED this 19<sup>th</sup> day of August, 2009.

COPPELL INDEPENDENT SCHOOL  
DISTRICT

By: Cindy Warner  
Cindy Warner  
President, Board of Trustees

By: Susie Kemp  
Susie Kemp  
Secretary, Board of Trustees

SUPERINTENDENT

By: Dr. Jeffrey N. Turner  
Dr. Jeffrey N. Turner



## DISCLOSURES

### 2. Summary schedule for the fiscal year (12-month period) of total reimbursements received by the superintendent and each board member.

For the Twelve-Month Period Ended August 31, 2009  (September 1, 2008 through August 31, 2009)	Superintendent	Board Member	Board Member	Board Member	Board Member	Board Member	Board Member	Board Member
	J. Turner	S. Kemp	D. Apple	A. Hill	T. Hulme	S. Orr	C. Warner	B. Ratliff
		Place 1	Place 2	Place 3	Place 4	Place 5	Place 6	Place 7
<b>Description of Reimbursements</b>								
Meals	\$1,561.74					\$89.12	\$231.32	
Lodging		\$176.58		\$176.58	\$895.50	\$895.50	\$558.08	
Transportation			\$42.00	\$56.57	\$595.43	\$566.18	\$127.70	\$256.30
Motor Fuel								
Other	\$370.00	\$868.00	\$1,098.00	\$1,378.00	\$2,270.38	\$1,878.00	\$1,345.00	\$1,225.00
<b>Total</b>	<b>\$1,931.74</b>	<b>\$1,044.58</b>	<b>\$1,140.00</b>	<b>\$1,611.15</b>	<b>\$3,761.31</b>	<b>\$3,428.80</b>	<b>\$2,262.10</b>	<b>\$1,481.30</b>

Note – The spirit of the rule is to capture all “reimbursements” for fiscal year 2009, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:

**Meals** – Meals consumed off of the school district’s premises, and in-district meals at area restaurants (excludes catered meals for board meetings).

**Lodging** - Hotel charges.

**Transportation - Airfare**, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.

**Motor fuel** – Gasoline.

**Other** - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.



## DISCLOSURES

3. A summary schedule for the fiscal year of the dollar amount of compensation and/or fees received by the superintendent from another school district or any other outside entity in exchange for professional consulting and/or other personal services.

For the Twelve-Month Period Ended August 31, 2009	Superintendent - Dr. Jeff Turner
<b>Other Compensation Total</b>	<b>\$0.00</b>

4. Summary schedule for the fiscal year of the total dollar amount by the executive officers and board members of gifts that had an economic value of \$250 or more in the aggregate in the fiscal year.

For the Twelve-Month Period Ended August 31, 2009  (September 1, 2008 through August 31, 2009)	Superintendent	Board Member Place 1 - Susie Kemp	Board Member Place 2 - David Apple	Board Member Place 3 - Anthony Hill	Board Member Place 4 - Thom Hulme	Board Member Place 5 - Scott Orr	Board Member Place 6 - Cindy Warner	Board Member Place 7 - Bennett Ratliff
	Dr. Jeff Turner							
<b>Gift Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## DISCLOSURES

5. Summary schedule for the fiscal year of the dollar amount by board member for the aggregate amount of business transactions with the school district.

For the Twelve-Month Period Ended August 31, 2009  (September 1, 2008 through August 31, 2009)	Superintendent  Dr. Jeff Turner	Board Member Place 1 - Susie Kemp	Board Member Place 2 - David Apple	Board Member Place 3 - Anthony Hill	Board Member Place 4 - Thom Hulme	Board Member Place 5 - Scott Orr	Board Member Place 6 - Cindy Warner	Board Member Place 7 - Bennett Ratliff
<b>Business Transactions Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00