



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Thursday, May 9, 2024
Time: Immediately Following Board-Community Forum
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Recognitions
4. Principal's Report
5. Public Comments
6. Construction Planning Status/Update Presented by Christine Walker from Claycomb and Associates (Architect)
7. MONTHLY ACTION ITEMS:
 - A. Consider and Approve the Board of Trustees Budget Workshop Meeting Minutes for April 11, 2024, the Regular Meeting Minutes for April 11, 2024, and the Team of Eight Training on April 22, 2024.
 - B. Approve March and April 2024 Monthly Bills and April 2024 Financial Report.
 - C. Budget Amendment
8. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Low Attendance Waiver
 - B. Consider and Approve the 2024-2025 Compensation Plan
 - C. Consider and Approve the 2024-2025 Recruitment and Retention Plan
 - D. Consider and Take Action to Authorize the Superintendent to Execute Professional Contracts During the Months of May, June, July and August of 2024
9. Discussion Items

- A. Discuss Future Action and Discussion items
 - B. Discuss the Community-Board of Trustees Forum
 - C. City of Coupland Sewer Board Meeting Update
 - D. Discussion of Future Budget Needs - 3 Golden Pennies (VATRE)
 - E. Discuss New and Current Board Member Training Requirements
10. Superintendent's Report
- A. Staffing updates.
 - B. Business Office Manuals, Procedures, and Forms
 - C. Summer Project/Maintenance
 - D. Security
11. Executive Session:
- As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code 551.00) to discuss items relating to personnel (Texas Gov't Code 551.074), student discipline (Texas Gov't Code 551.082(1), attorney consultation (Texas Gov't Code 551.071) and/or the purchase, exchange, lease or value of real property (Texas Gov't Code 551.072). Any action will be taken in a public session.
- An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session.
- Personnel - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues, etc.
- Superintendent's appraisal, goals, directives, contract, compensation, etc.
12. ACTION ITEMS:
- (Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)
- A. Consider and Discuss Evaluation of Superintendent of Schools
 - B. Consider/ Approve New Hire Recommendations
 - C. Consider and Take Action to Renew Professional Staff Contracts
13. Report Items
- A. Board Calendars
 - B. Resignations
14. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 6th day of May, 2024 at 12:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Adren Pilger, Interim Superintendent



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Board of Trustees

Date of Meeting

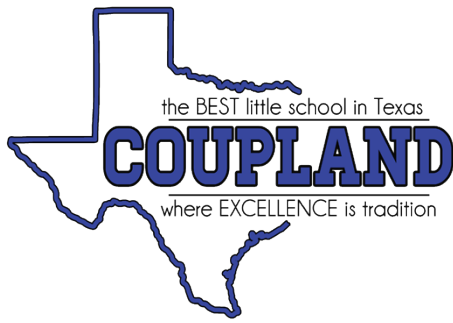
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person

E-Mail Address



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

BOARD WORKSHOP - BUDGET MINUTES

Date: Thursday, April 11, 2024

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Misty Garwood – Present

Andrew Gonzales – Present

David Young – Present

Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell - Present

AGENDA

- 1. Call the meeting to order and establish a quorum. @ 6:00**
- 2. Public Comment**
No one signed up for public comment
- 3. Budget Presentation - School Finance Basics**
Presentation given by Dr. Earl Parcell

**4. Discussion about district property being annexed by the City of Coupland.
Russell Schmidt, the mayor, will be present for the discussion.**

Russell Schmidt, Mayor of Coupland, shared the pros and cons of the school district land being annexed by the city. Pros would be better access to city utilities; Cons would be that the district would be subject to city ordinances and permitting requirements

5. ADJOURNMENT: @ 6:56 PM

I move that we Adjourn this meeting.

Motion made by: Andrew Gonzales

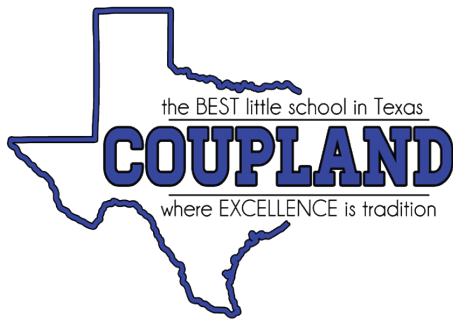
Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Did not vote; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 5; Nay – 0

Board President Date

Board Secretary Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, April 11, 2024

Time: 7:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Misty Garwood – Present

Andrew Gonzales – Present

David Young – Present

Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 7:01 PM**
2. **Pledge of Allegiance**
3. **Recognitions**
4. **Principal's Report**
5. **Public Comments**
No Public Comment
6. **MONTHLY ACTION ITEMS:**

A. Consider and Approve the Board of Trustees Meeting Minutes for the Regular board meeting held on March 21, 2024.

I move that we Approve the Board of Trustees Meeting Minutes for the Regular board meeting held on March 21, 2024.

*NOTE: Corrected spelling of Rev. Dr. Karen Holgersen

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: Misty Garwood

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

B. Approve Monthly Bills and Monthly Financial Statement.

I move that we Approve the Monthly Financial Statement.

NOTE: The Monthly Bills for March 2024 were not approved because wrong file was attached to the board packet.

Motion made by: Misty Garwood

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

C. Budget Amendment

I move that we Approve the Fund 199 Budget Amendment

Motion made by: Andrew Gonzales

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

7. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Approve the Science and Technology Application Textbook Adoptions.

I move that we approve and adopt the Science Textbook from McGraw Hill Grades K-8.

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

I move that we approve and adopt the Technology Applications instructional resource by eDynamics Holding LP.

Motion made by: David Young

Seconded by: Misty Garwood

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

B. Consider and Approve Instructional Materials Allotment and TEKS Certification for 2024-2025

I move that we Approve Instructional Materials Allotment and TEKS Certification for 2024-2025

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

Recess @ 7:41

Reconvened @ 7:43

C. 2024-2025 Summer School Plan

I move that we Approve the 2024-2025 Summer School Plan

Motion made by: Andrew Gonzales

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

D. Consider and Approve District of Innovation Amendments

I move that we Approve the District of Innovation Amendments

Motion made by: Michael Roepke

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

E. Consider and Approve the 2024-2025 Compensation Plan

I move that we Approve the 2024-2025 Compensation Plan

Motion made by: Andrew Gonzales

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

F. Consider and Approve the 2024-2025 Benefits Package

I move that we Approve the 2024-2025 Benefits Package including the Employee Assistance Program.

Motion made by: Misty Garwood

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

8. Discussion Items

A. Discuss Future Action and Discussion items

B. Topics and dates for next Community-Board of Trustees Forum

May 9, 2024 at 6:30 pm and have Christine Walker from Claycomb and Associates provide an update on construction planning.

The Regular June 13, 2024, Board Meeting is going to be changed to June 25, 2024, so the Board can approve bid documents.

C. Discuss New and Current Board Member Training Requirements

April 22, 2024 Team of 8 Training

D. Recruiting and Retention Plan 2024-2025

Discussed a comprehensive plan of supports, resources, and incentives for recruiting and retaining staff including credit in the cafeteria, providing access to a wellness plan, reimbursement for alternative certification programs, and the employee assistance program.

9. Superintendent's Report

A. Staffing updates.

Shared current staffing vacancies and approach to filling them.

B. Summer Project/Maintenance

Field preparation, gym lights, and junior high classroom doors.

10. Executive Session:

As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code 551.00) to discuss items relating to personnel (Texas Gov't Code 551.074), student discipline (Texas Gov't Code 551.082(1), attorney consultation (Texas Gov't Code 551.071) and/or the purchase, exchange, lease or value of real property (Texas Gov't Code 551.072). Any action will be taken in a public session.

An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session.

Personnel - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues, etc.

Superintendent's appraisal, goals, directives, contract, compensation, etc.

The Board went into executive session at 9:55 pm.

The Board came out of executive session at 11:34 pm.

11. ACTION ITEMS:

(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

A. Consider and Discuss Evaluation of Superintendent of Schools

No action taken

B. Consider/ Approve New Hire Recommendations

I move that we Approve the New Hire Recommendations

Motion made by: Michael Roepke

Seconded by: Misty Garwood

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

12. Report Items

A. Board Calendars

B. Resignations

13. ADJOURNMENT: @ 11:35

I move that we Adjourn this meeting.

Motion made by: Misty Garwood

Seconded by: Michale Roepke

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales:

Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

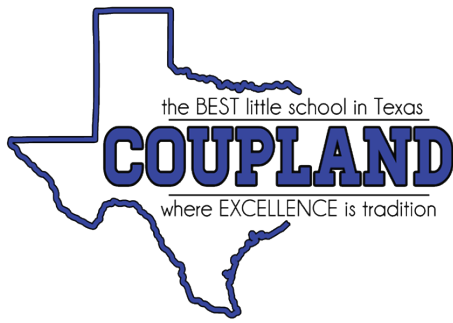
Yea – 6; Nay – 0

Board President

Date

Board Secretary

Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

TEAM-OF-EIGHT TRAINING MINUTES

Date: Monday, April 22, 2024

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Misty Garwood – Present

Andrew Gonzales – Present

David Young – Present

Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 6:00 pm**
2. **Public Comment**
No public Comment
3. **Team Building Training Provided by Julie Diaz from N2Learning.**
4. **Adjourn @ 9:06 pm**

I move that we Adjourn this meeting.

Motion made by: Michael Roepke

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales:
Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

Board President

Date

Board Secretary

Date



Board of Trustees

Date of Meeting
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person E-Mail Address



COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199
APRIL 2024

	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 2,233,999	\$ 2,143,922	95.97%	\$ 2,223,928	\$ 2,128,106	95.69%
State Program Revenues	1,832,545	1,938,829	105.80%	2,025,678	734,713	36.27%
Federal Program Revenues	12,445	-	0.00%	12,495	7,217	57.76%
Other Financing Sources	-	-	0.00%	100		0.00%
Total Revenues	\$ 4,078,989	\$ 4,082,751	100.09%	\$ 4,262,201	\$ 2,870,036	67.34%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 2,228,183	\$ 1,377,172	61.81%	\$ 2,482,887	\$ 1,243,837	50.10%
12 - Instructional Resources and Media Services	21,100	7,185	34.05%	20,640	4,901	23.75%
13 - Curriculum and Instructional Staff Development	18,950	3,288	17.35%	21,652	980	4.53%
21 - Instructional Leadership	2,150	575	26.74%			0.00%
23 - School Leadership	285,307	182,657	64.02%	238,461	146,903	522.79%
31 - Guidance, Counseling and Evaluation	175,522	104,506	59.54%	28,100	28,000	152.17%
33 - Health Services	6,400	367	5.74%	18,400	5,080	2.57%
34 - Student Transportation	179,542	113,061	62.97%	197,639	81,429	0.00%
35 - Food Service	-	-	0.00%	-	6,213	0.00%
36 - Cocurricular/Extra Curricular Activities	33,022	17,527	53.08%	31,613	13,167	6.18%
41 - General Administration	400,670	271,293	67.71%	213,099	114,174	24.86%
51 - Plant Maintenance and Facility Services	394,505	216,224	54.81%	459,219	207,842	532.93%
52 - Security and Monitoring Services	39,000	22,051	56.54%	39,000	21,330	7.02%
53 - Data Processing Services	186,512	130,836	70.15%	303,655	155,606	858.00%
61 - Community Services	-		0.00%	18,136	11,272	17.03%
71 - Debt Service	69,000	66,370	96.19%	66,200	66,286	44.19%
81 - Capital Outlay	-	-	0.00%	150,000	122,901	118.75%
93 - Payments to Fiscal Agents	-		0.00%	103,500	103,982	1039.82%
99 - Other intergovernmental Charges	14,000	14,615	104.40%	10,000	8,971	89.71%
Operating Transfer to Cafeteria	25,126	-	0.00%	10,000	-	0.00%
Total Expenditures	\$ 4,078,989	\$ 2,527,727	61.97%	\$ 4,412,201	\$ 2,342,876	53.10%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,070,341	\$ 1,902,239	61.96%	\$ 3,041,042	\$ 1,692,185	55.64%
62XX - Professional and Contracted Services	497,564	345,827	69.50%	327,740	217,477	66.36%
63XX - Supplies and Materials	257,334	102,866	39.97%	617,893	87,983	14.24%
64XX - Other Operating Expenses	93,624	55,130	58.88%	189,226	156,042	82.46%
65XX - Debt Service - Principal	69,000	66,370	96.19%	66,200	66,286	100.13%
66XX - Capital Outlay Expenses	66,000	55,295	83.78%	160,100	122,901	76.77%
Operating Transfers	25,126	-	0.00%	10,000	-	0.00%
Total Expenditures	\$ 4,078,989	\$ 2,527,727	61.97%	\$ 4,412,201	\$ 2,342,874	53.10%



COUPLAND INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION FUND FINANCIAL STATEMENT
Fund 240
APRIL 2024

	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 67,300	\$ 51,995	77.26%	\$ 78,672	\$ 75,123	95.49%
State Program Revenues	26,854	20,317	75.66%	11,669	850	7.28%
Federal Program Revenues	139,506	107,207	76.85%	145,410	116,415	80.06%
Other Financing Sources	25,126	-	0.00%	10,000	-	0.00%
Total Revenues	\$ 258,786	\$ 179,519	69.37%	\$ 245,751	\$ 192,388	78.29%
EXPENDITURES:						
35 - Food Services	\$ 258,876	\$ 154,182	59.56%	\$ 244,552	\$ 164,711	67.35%
Total Expenditures	\$ 258,876	\$ 154,182	59.56%	\$ 244,552	\$ 164,711	67.35%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 135,912	\$ 81,707	60.12%	\$ 119,441	\$ 75,983	63.62%
62XX - Professional and Contracted Services	11,500	434	3.77%	11,500	5,045	43.87%
63XX - Supplies and Materials	110,674	71,799	64.87%	100,911	83,683	82.93%
64XX - Other Operating Expenses	700	242	34.57%	700	-	0.00%
64XX - Other Operating Expenses	-	-	0.00%	12,000	-	0.00%
Total Expenditures	\$ 258,786	\$ 154,182	59.58%	\$ 244,552	\$ 164,711	67.35%



COUPLAND INDEPENDENT SCHOOL DISTRICT
DEBT SERVICE FUND FINANCIAL STATEMENT
Fund 599
APRIL 2024

	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,550,025	\$ 1,413,358	91.18%	\$ 244,559	\$ 226,837	92.75%
State Program Revenue	\$ -	\$ 14,564	0.00%	\$ 5,252	\$ 5,252	100.00%
Total Revenues	\$ 1,550,025	\$ 1,427,922	92.12%	\$ 244,559	\$ 232,089	94.90%
EXPENDITURES:						
71 - Debt Service	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%
Total Expenditures	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,550,025	959,619	61.91%	222,750	141,775	63.65%
Total Expenditures	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**COUPLAND ISD
GENERAL FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING MAY 2023**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	2,233,999.00		2,233,999.00
58XX	State Revenue	1,832,545.00	434,008.00	2,266,553.00
59XX	Federal Revenue	12,445.00		12,445.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	4,078,989.00	434,008.00	4,512,997.00
Expense:				
11	Instruction	2,228,183.00	447,891.00	2,676,074.00
12	Instruction Media/Library	21,100.00	(13,883.00)	7,217.00
13	Curriculum Development and Instructional Staff Development	18,950.00		18,950.00
21	Instructional Leadership	2,150.00		2,150.00
23	Campus Administration	285,307.00		285,307.00
31	Guidance & Counseling	175,522.00		175,522.00
33	Health Services	6,400.00		6,400.00
34	Student Transportation	179,542.00		179,542.00
36	Cocurricular Activities	33,022.00		33,022.00
41	General Administration	400,670.00		400,670.00
51	Plant Maintenance	394,505.00		394,505.00
52	Security & Monitoring Services	39,000.00		39,000.00
53	Data Processing	186,512.00		186,512.00
61	Community Services	0.00		0.00
71	Debt Service	69,000.00		69,000.00
93	Payments to SSA	0.00		0.00
99	Intergovernment Payments	14,000.00		14,000.00
89XX	Transfer to Food Service	25,126.00		25,126.00
	Expenditure Budget	4,078,989.00	434,008.00	4,512,997.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	0.00	0.00	0.00



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	1.00	.00	33.00	23.00	32.50	30.00	30.00	37.00
C Tot Days Absent - All Students	0.00	.00	11.50	5.00	10.50	12.00	13.00	9.00
D Tot Days Present - All Students (B-C)	1.00	.00	21.50	18.00	22.00	18.00	17.00	28.00
E Ineligible Days Present	0.00	.00	1.50	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	1.00	.00	20.00	18.00	22.00	18.00	17.00	28.00
G Refined ADA (F/A)	1.00	.00	20.00	18.00	22.00	18.00	17.00	28.00
H Percent Attendance (%)	100.00	.00	65.15	78.26	67.69	60.00	56.67	75.68

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	26.00	28.00	24.00	.00	.00	.00	.00	264.50
C Tot Days Absent - All Students	14.00	9.00	13.00	.00	.00	.00	.00	97.00
D Tot Days Present - All Students (B-C)	12.00	19.00	11.00	.00	.00	.00	.00	167.50
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	1.50
F Tot Eligible Days Present (D-E)	12.00	19.00	11.00	.00	.00	.00	.00	166.00
G Refined ADA (F/A)	12.00	19.00	11.00	.00	.00	.00	.00	166.00
H Percent Attendance (%)	46.15	67.86	45.83	.00	.00	.00	.00	63.33

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	1.00	10.50	33.00	23.00	32.50	30.00	30.00	37.00
C Tot Days Absent - All Students	0.00	2.50	11.50	5.00	10.50	12.00	13.00	9.00
D Tot Days Present - All Students (B-C)	1.00	8.00	21.50	18.00	22.00	18.00	17.00	28.00
E Ineligible Days Present	0.00	2.00	1.50	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	1.00	6.00	20.00	18.00	22.00	18.00	17.00	28.00
G Refined ADA (F/A)	1.00	6.00	20.00	18.00	22.00	18.00	17.00	28.00
H Percent Attendance (%)	100.00	76.19	65.15	78.26	67.69	60.00	56.67	75.68

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	26.00	28.00	24.00	.00	.00	.00	.00	275.00
C Tot Days Absent - All Students	14.00	9.00	13.00	.00	.00	.00	.00	99.50
D Tot Days Present - All Students (B-C)	12.00	19.00	11.00	.00	.00	.00	.00	175.50
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.50
F Tot Eligible Days Present (D-E)	12.00	19.00	11.00	.00	.00	.00	.00	172.00
G Refined ADA (F/A)	12.00	19.00	11.00	.00	.00	.00	.00	172.00
H Percent Attendance (%)	46.15	67.86	45.83	.00	.00	.00	.00	63.82

SUPERINTENDENT'S REPORT OF STUDENT ATTENDANCE

LEA-level Data | All Methods (Combined)

Campuses: All Campuses

2022 - 2023 Summer Collection, Accepted Submission

LEA: 246914 - COUPLAND ISD

Instruction Method: All Methods (Combined)

Total Grade Summary

	EE	PK	KG	01	02	03	04	05
B. Days Membership	69.0	2,262.0	4,475.0	5,442.0	4,897.0	4,517.0	5,421.0	5,620.0
C. Total Days Absent	0.0	161.0	283.0	268.0	185.0	257.0	162.0	155.0
D. Total Days Present	69.0	2,101.0	4,192.0	5,174.0	4,712.0	4,260.0	5,259.0	5,465.0
E. Total Ineligible Days	0.0	841.0	0.0	0.0	0.0	0.0	0.0	0.0
F. Total Eligible Days	69.0	1,260.0	4,192.0	5,174.0	4,712.0	4,260.0	5,259.0	5,465.0
G.1 BE - Elig Days Bilingual/ESL	0.0	517.5	1,538.0	1,117.0	2,215.0	1,671.0	2,048.0	1,921.0
G.2 D1 - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.3 D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.4 D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H.1 Early Ed Eco Dis Elig Days	X	X	2,741.0	3,081.0	2,842.0	2,886.0	X	X
H.2 Early Ed Lang Elig Days	X	X	1,557.0	1,148.0	2,228.0	1,755.0	X	X
I. Eligible Days In Res Fac	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. Elig Days SpecEd main	0.0	12.5	133.0	85.0	159.0	182.0	515.0	621.0
L.1 BE - Bil/ESL Refined ADA	0.000	3.025	9.060	6.537	13.022	9.785	12.004	11.279
L.2 D1 - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.3 D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.4 D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Res Fac Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Refined ADA	0.000	0.063	0.763	0.471	0.935	1.035	3.015	3.574
O.1 Early Ed Eco Dis Refined ADA	X	X	16.149	18.118	16.748	16.959	X	X
O.2 Early Ed Lang Refined ADA	X	X	9.176	6.727	13.101	10.290	X	X
P. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.1 Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.2 Career & Technical Ed FTE - Tier 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.3 Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R. Special Education FTE	0.016	0.032	0.221	0.436	0.626	0.992	0.543	1.592
S. Regular Program Ref ADA	0.370	7.380	24.464	29.991	27.099	24.010	30.370	30.518
T. Total Refined ADA	0.386	7.412	24.685	30.427	27.725	25.003	30.912	32.111
U. Percent in Attendance	100.000%	92.882%	93.676%	95.075%	96.222%	94.310%	97.012%	97.242%

NOTE: Detail may not add to totals due to rounding.

NOTE 2: The following reports should be reviewed concurrently to verify attendance data: PDM3-130-001, PDM3-130-002 & PDM3-130-004.

NOTE 3: This report has been expanded to include attendance fields that were implemented for remote learning. In addition to a combined All Methods page, this report has separate pages for each remote learning instructional method for all rows, excluding Days Taught, Days Membership, Total Days Absent, Total Days Present, Total Ineligible Days, and Percent in Attendance. This report displays the data for SUMR 2022 - 2023 that was accepted by the ESC on 06/15/23 04:04 PM.

SUPERINTENDENT'S REPORT OF STUDENT ATTENDANCE

LEA-level Data | All Methods (Combined)

Campuses: All Campuses

2022 - 2023 Summer Collection, Accepted Submission

LEA: 246914 - COUPLAND ISD

Instruction Method: All Methods (Combined)

Total Grade Summary

	06	07	08	09	10	11	12	Total
B. Days Membership	5,612.0	4,200.0	3,863.0	0.0	0.0	0.0	0.0	46,378.0
C. Total Days Absent	178.0	138.0	143.0	0.0	0.0	0.0	0.0	1,930.0
D. Total Days Present	5,434.0	4,062.0	3,720.0	0.0	0.0	0.0	0.0	44,448.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	841.0
F. Total Eligible Days	5,434.0	4,062.0	3,720.0	0.0	0.0	0.0	0.0	43,607.0
G.1 BE - Elig Days Bilingual/ESL	1,492.0	1,280.0	985.0	0.0	0.0	0.0	0.0	14,784.5
G.2 D1 - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.3 D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.4 D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H.1 Early Ed Eco Dis Elig Days	X	X	X	X	X	X	X	11,550.0
H.2 Early Ed Lang Elig Days	X	X	X	X	X	X	X	6,688.0
I. Eligible Days In Res Fac	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. Elig Days SpecEd main	407.0	227.0	961.0	0.0	0.0	0.0	0.0	3,302.5
L.1 BE - Bil/ESL Refined ADA	8.775	7.523	5.740	0.000	0.000	0.000	0.000	86.749
L.2 D1 - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.3 D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.4 D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Res Fac Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Refined ADA	2.379	1.322	5.621	0.000	0.000	0.000	0.000	19.178
O.1 Early Ed Eco Dis Refined ADA	X	X	X	X	X	X	X	67.974
O.2 Early Ed Lang Refined ADA	X	X	X	X	X	X	X	39.293
P. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.1 Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.2 Career & Technical Ed FTE - Tier 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.3 Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R. Special Education FTE	1.549	0.471	0.944	0.000	0.000	0.000	0.000	7.421
S. Regular Program Ref ADA	30.441	23.412	20.883	0.000	0.000	0.000	0.000	248.939
T. Total Refined ADA	31.990	23.883	21.827	0.000	0.000	0.000	0.000	256.360
U. Percent in Attendance	96.828%	96.714%	96.298%	0.000%	0.000%	0.000%	0.000%	95.839%

NOTE: Detail may not add to totals due to rounding.

NOTE 2: The following reports should be reviewed concurrently to verify attendance data: PDM3-130-001, PDM3-130-002 & PDM3-130-004.

NOTE 3: This report has been expanded to include attendance fields that were implemented for remote learning. In addition to a combined All Methods page, this report has separate pages for each remote learning instructional method for all rows, excluding Days Taught, Days Membership, Total Days Absent, Total Days Present, Total Ineligible Days, and Percent in Attendance. This report displays the data for SUMR 2022 - 2023 that was accepted by the ESC on 06/15/23 04:04 PM.



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Coupland ISD

Compensation Plan

2024-2025

Board Approved: 5/9/2024

Teacher Pay Step Schedule	
2024-2025	
Years of Experience Credited	Teacher Salary
0	\$ 41,800
1	\$ 42,800
2	\$ 43,800
3	\$ 44,800
4	\$ 45,800
5	\$ 46,800
6	\$ 47,800
7	\$ 48,800
8	\$ 49,800
9	\$ 50,800
10	\$ 51,800
11	\$ 52,800
12	\$ 53,800
13	\$ 54,800
14	\$ 55,300
15	\$ 56,300
16	\$ 56,800
17	\$ 57,300
18	\$ 57,800
19	\$ 58,300
20	\$ 58,800
21	\$ 59,800
22	\$ 60,300
23	\$ 60,800
24	\$ 61,300
25	\$ 61,800
26	\$ 62,300
27	\$ 62,800
28	\$ 63,300
29	\$ 63,800
30	\$ 64,300

At-Will (Non-Exempt) Salary Schedule				
Position	# of Days	Minimum	Midpoint	Maximum
Extended Care Workers (3 hours)	Hourly	\$ 17.19	\$ 25.07	\$ 32.94
	172	\$ 8,870	\$ 12,936	\$ 16,997
Position	# of Days	Minimum	Midpoint	Maximum
Instructional Aide	Hourly	\$ 16.50	\$ 24.06	\$ 31.62
	185	\$ 24,420	\$ 35,609	\$ 46,798
Position	# of Days	Minimum	Midpoint	Maximum
Cafeteria Worker	Hourly	\$ 12.00	\$ 17.50	\$ 22.99
	176	\$ 16,896	\$ 24,640	\$ 32,370
Position	# of Days	Minimum	Midpoint	Maximum
Custodian	Hourly	\$ 12.00	\$ 17.50	\$ 22.99
	176	\$ 16,896	\$ 24,640	\$ 32,370
	236	\$ 22,656	\$ 33,040	\$ 43,405
Position	# of Days	Minimum	Midpoint	Maximum
Bus Driver (5 hours)	Hourly	\$ 22.00	\$ 24.00	\$ 26.00
	176	\$ 19,360	\$ 21,120	\$ 22,880
Position	# of Days	Minimum	Midpoint	Maximum
Maintenance	Hourly	\$ 15.50	\$ 22.60	\$ 29.70
	236	\$ 29,264	\$ 42,669	\$ 56,074
Position	# of Days	Minimum	Midpoint	Maximum
Cafeteria Manager	Hourly	\$ 13.00	\$ 18.50	\$ 24.00
	202	\$ 21,008	\$ 29,896	\$ 38,784
Position	# of Days	Minimum	Midpoint	Maximum
Administration Assistant	Hourly	\$ 17.78	\$ 25.93	\$ 34.07
	212	\$ 30,155	\$ 43,977	\$ 57,783
Position	Non-Certified	Certified	Long Term	
Substitutes	\$ 90	\$ 105	\$100/\$115	

Administrative Professional Salary Schedule				
AP 1	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 121	\$ 177	\$ 233
*Child Nutrition Director	202	\$ 24,531	\$ 35,770	\$ 47,009
AP 2	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 235	\$ 280	\$ 325
*Technology Coordinator	212	\$ 49,820	\$ 59,360	\$ 68,900
AP 3	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 240	\$ 285	\$ 330
*Business Manager	226	\$ 54,240	\$ 64,410	\$ 74,580
AP 4	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 255	\$ 325	\$ 395
Counselor	197	\$ 50,235	\$ 64,025	\$ 77,815
Speech (SLP)	197	\$ 50,235	\$ 64,025	\$ 77,815
Diagnostician	202	\$ 51,510	\$ 65,650	\$ 79,790
AP 5	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 270	\$ 335	\$ 400
Assistant Principal	212	\$ 57,240	\$ 71,020	\$ 84,800
AP 6	# of Days	Minimum	Midpoint	Maximum
	Daily	\$ 300	\$ 360	\$ 420
Principal	226	\$ 67,800	\$ 81,360	\$ 94,920
<i>*Non Exempt staff</i>				

Stipends	
Custodian Supervisor stipend	\$ 5,000
Translator/Interpreter stipend	\$ 1,000
Asst. Coach (6 sports)	\$ 500
Sped	\$ 3,000
Masters	\$ 1,000
Substitute finder	\$ 1,800
Head Coach (6 sports)	\$ 1,000
Fine Arts	\$ 1,000
Bus Maintenance	\$ 1,200
CELL PHONE (\$10/month)	\$ 120
CELL PHONE (\$20/month)	\$ 240
CELL PHONE (\$50/month)	\$ 600
Bilingual	\$ 3,000
Sped Life Skills (High Need) TCHR	\$ 1,500
Sped Life Skills (High Need) Aide	\$ 750
Yearbook	\$ 750

Extra Duty Pay	
Professional	\$30/Hour
Paraprofessional	\$17/Hour
<i>All Extra Duty Must Be Pre-Approved</i>	



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
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Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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2024-2025 COUPLAND ISD RECRUITMENT & RETENTION PLAN

In March 2024, the Board of Trustees adopted a strategic plan that galvanized the community around a common and shared purpose. Two of the four pillars within the plan addressed Human Capital Systems and Positive Culture.

Human Capital Strategy: Develop a district-wide system to attract and retain highly qualified staff.

Positive Culture Strategy: Develop district-wide systems to create an inclusive and welcoming environment.

This Coupland ISD Retention and Recruitment Plan was developed through input from the District Site Based Decision Making Committee and the Administration to help address these strategies.

-
- Coupland ISD will pay \$1000 stipend to teachers with a Master's Degree.
 - Coupland ISD will allow employee children to attend Coupland ISD Pre-K tuition free.
 - Coupland ISD pays \$450 towards the health care plan
 - Coupland ISD pays for all employees are provided a \$20,000 life insurance plan.
 - Coupland ISD offers each staff member a credit for 10 meals to be used in the Cafeteria.
 - Coupland ISD provides and Employee Assistance Program to all employees
 - Coupland ISD offers after school care for employee children.
 - Teachers new to Coupland ISD will be assigned a mentor.
 - Coupland ISD will reimburse up to \$2,000 towards completion of an Alternative Certification Program.
 - Coupland ISD provides all staff members access to an Educator-Centered Wellness Program.
 - Coupland ISD will provide professional development opportunities to meet the goals of the teacher and district.
 - All Coupland ISD employees will receive 5 local days and 5 state days per year.
 - Coupland ISD will buy back unused local personal days.
 - Coupland ISD provides a safe, professional, and fun work environment and is proud of a work-life balance that is second to none!

Vision: Coupland I.S.D. instills a foundation of academics and character, empowering all students to achieve excellence.

Mission: In partnership with our families and community, Coupland I.S.D. ensures a safe and respectful environment. Our dedicated and knowledgeable staff motivate students to learn, grow, and achieve personal success. We maintain our tradition of academic excellence and strength of character, upholding the Cowboy Way.



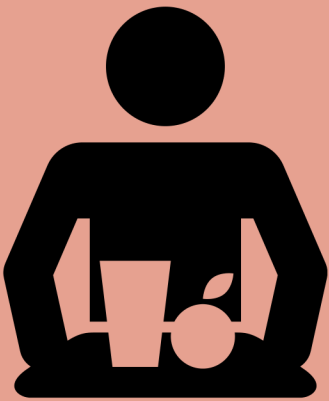
\$450 towards employee health care plan



Employee children attend PK for free



All employees are provided a free \$20,000 life insurance plan



Each staff member provided credit for 10 cafeteria meals per year



After school care provided for staff member children



Will reimburse up to \$2,000 for successful completion of an Alternative Certification Program



\$1,000 stipend to teachers with a Master's Degree



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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	Current	Proposed
January	Annual Audit report for Prior Year (PY)	Consider budget plan/timeline
	Approve audit firm for upcoming year	Superintendent Annual (Summative) Evaluation
	Consider budget plan/timeline	Superintendent Contract Consideration
	Superintendent Annual (Summative) Evaluation	Public Hearing FIRST
	Superintendent Contract Consideration	
		Superintendent's evaluation form approved if changes needed
	Superintendent's evaluation form approved if changes needed	Set Superintendent Goals for following year
	Set Superintendent Goals for following year	Begin District Goal Setting
	Begin District Goal Setting	Determine/plan summer projects
	Determine/plan summer projects	
February	Public Hearing FIRST	Public Hearing TAPR
	Public Hearing TAPR	Adopt School Calendar
	Adopt School Calendar	Approve audit firm for upcoming year
		Determine/plan summer projects
	Proposed school calendar	Proposed school calendar
Discipline Report	Discipline Report	
March	Teacher contract renewal	Teacher contract renewal
	Finalize district goals	Finalize district goals
	Review Technology Plan Updates	Review Technology Plan Updates
Set calendar for end of year activities/graduations	Set calendar for end of year activities/graduations	
April	Review compensation/benefits package	Review compensation/benefits package
	Board Self Evaluation	Board Self Evaluation
		Approve summer projects
		CNS-Meal-Prices
		ESL/Summer School Plan
		IMA & TEKS Certification
	Estimated Certified Values	Estimated Certified Values
May	Bank depository bids (Every other year)	Bank depository bids (Every other Odd year)
	Approve summer projects	Approve summer projects
		MOU with McDade for Sped Shared Services
	Begin budget planning	Begin budget planning
	Review Professional Development Report	Review Professional Development Report
Review District/Campus Improvement Plan	Review District/Campus Improvement Plan	
June	Superintendent Annual (Summative) Evaluation	Superintendent Annual (Formative) Evaluation
	Superintendent Contract Consideration	Superintendent Contract Consideration
	Cafeteria Services Report and Prices for the next year	Cafeteria Services Report and Prices for the next year
		MOU for DAEP?
	Budget Planning Continued	Budget Planning Continued/ Budget Workshop
	Consider new or modified programs for upcoming school year	Consider new or modified programs for upcoming school year
	Review Employee/Staff Handbook Draft	Review Employee/Staff Handbook Draft
	Review Student Handbook & Code of Conduct Draft	Review Student Handbook & Code of Conduct Draft

	Superintendent's mid-year review (Executive Session)	Superintendent's mid-year review (Executive Session)
July	Approve Employee/Staff Handbook	Approve Employee/Staff Handbook
	Approve Student Handbook & Code of Conduct	Approve Student Handbook & Code of Conduct
	Order Trustee election and approve contract for election services (Even years only)	Order Trustee election and approve contract for election services (Even years only)
	Establish Trustee Election Dates (Even years only)	Establish Trustee Election Dates (Even years only)
		HB 3033 Business days
	Budget Workshop	Budget Workshop Preliminary Budget
	Certified Values	Certified Values
	Consider attending TASB Conference in September	Consider attending TASB Conference in September
	Select TASB Delegate and Alternate	Select TASB Delegate and Alternate
	Announcement of Board continuing education hours and release to media	Announcement of Board continuing education hours and release to media
August	Amend budget for current year	Amend budget for current year
	Approve budget for upcoming year	Approve budget for upcoming year
	Accept certification of appraisal roll for certified taxable values	Accept certification of appraisal roll for certified taxable values
	Approval of clubs for extra-curricular absence purposes	Approval of clubs for extra-curricular absence purposes
	Approve district teacher appraisal calendar	Approve district teacher appraisal calendar
	Set the Tax rate (Special Board Meeting)	Set the Tax rate (Special Board Meeting)
	Budget Hearing (Special Board Meeting)	Budget Hearing (Special Board Meeting)
		Commit Fund Balance
	Review Multi-Hazard Emergency Operations Plan	Review Multi-Hazard Emergency Operations Plan
September	Class Size Waiver (if necessary)	Class Size Waiver (if necessary)
	Approve District/Campus Improvement Plan	Approve District/Campus Improvement Plan
	Approve Bastrop & Williamson County Adjunct Faculty Agreement	Approve Bastrop & Williamson County Adjunct Faculty Agreement
		Procedure for Dismissal of school due to weather conditions
	Procedure for Dismissal of school due to weather conditions	Procedure for Dismissal of school due to weather conditions
	Beginning school enrollment reports	Beginning school enrollment reports
	Free & reduced lunch information	Free & reduced lunch information
October	Approval of tax roll resolution Williamson and Travis County	Approval of tax roll resolution Williamson and Travis County
	Set Board meeting for canvassing for canvassing election return (even years only)	Set Board meeting for canvassing for canvassing election return (even years only)
	Plan Team of 8 training	Plan Team of 8 training
	Staff Appreciation Event Planning	Staff Appreciation Event Planning
November	Canvass Ballots for trustee election (Oath of Office)	Canvass Ballots for trustee election (Oath of Office)
	Induct new Board members	Induct new Board members
	Board reorganization	Board reorganization

December

Provide new board member(s) with local orientation	Provide new board member(s) with local orientation
Fall ADA Report	Fall ADA Report
Special populations enrollment	Special populations enrollment
Plan for Superintendent Evaluation	Plan for Superintendent Evaluation
	Staff Appreciation Event Planning
Announcement of Board Continuing Education hours	Announcement of Board Continuing Education hours
Review of Board Operating Procedures	Review of Board Operating Procedures
	Annual Audit report for Prior Year (PY)
Consider Budget Plan/timeline	
Staff Appreciation Event	Consider Budget Plan/timeline
Superintendent's Mid-year review (Executive Session)	Staff Appreciation Event
Superintendent delivers self evaluation and required evaluation reports	Superintendent's Mid-year review (Executive Session)
	Superintendent delivers self evaluation and required evaluation reports



Board of Trustees

Date of Meeting
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
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Attachments	
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Contact Person E-Mail Address

[Enhance District >](#)

Current Trustee Training Requirements



Serving as a school board member comes with plenty of challenges. Earning and reporting training credit hours shouldn't be one of them.

Whether you're a new board member learning about training requirements for the first time, or an experienced board member ready to learn about options that better suit your interests, TASB has you covered.

We offer a variety of professional development that helps you earn continuing education credit (CEC) while growing in your role and feeding your passions for school governance. All training options for trustees are based on the continuing education requirements adopted by the State Board of Education.

Find your training

I want information for...

Experienced Board Mem... ▼

Experienced Member Training Requirements (More than one year of service)

Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.

Annual	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 5 hours (Up to 5 hours online; up to 1 hour using self-instructional materials)	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.
Biennial (every other year)	
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.

Update to the Texas Education Code Sufficient length ~ 1–2 hours after each legislative session	Available through TASB or other registered providers.
Evaluation and Improving Student Outcomes 3 hours (By the second anniversary of completion of previous training)	Available through TASB or other authorized providers.
School Safety 2 hours	Provided through TEA Learn .

Report and track your continuing education credit with TASB

Once you've taken training through TASB, it's easy to report and track the credit you've earned.

[VIEW AND REPORT](#)

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Texas Association of School Boards

P.O. Box 400

Austin, TX 78767-0400

512.467.0222

tasb@tasb.org

[Enhance District >](#)

Current Trustee Training Requirements



Serving as a school board member comes with plenty of challenges. Earning and reporting training credit hours shouldn't be one of them.

Whether you're a new board member learning about training requirements for the first time, or an experienced board member ready to learn about options that better suit your interests, TASB has you covered.

We offer a variety of professional development that helps you earn continuing education credit (CEC) while growing in your role and feeding your passions for school governance. All training options for trustees are based on the continuing education requirements adopted by the State Board of Education.

Find your training

I want information for...

New Board Members ▼

New Board Member Training Requirements (First year of service)

First 90 days	
Open Meetings Act (OMA) 1–2 hours	Available through TASB's Online Learning Center or other registered providers.
Public Information Act (PIA) 1–2 hours	PIA training may be delegated by district policy.
First 120 days	
Local District Orientation 3 hours	Provided by your school district.
Orientation to the Texas Education Code 3 hours	Provided through your local Education Service Center (ESC).
Evaluating and Improving Student Outcomes 3 hours	Available through TASB or other authorized providers.
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.

School Safety 2 hours	Provided through TEA Learn .
Within first year	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 10 hours	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.

Online Learning Center

New board members earn continuing education credits and find the courses you need to expand your knowledge and successfully serve on your school board.

[LEARN MORE](#)

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**Open Meetings Act
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

Gov't Code 551.005

**Public Information
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The SBOE's framework for governance leadership [see BBD(EXHIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

The continuing education required under Education Code 11.159 applies to each member of the board. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

No continuing education shall take place during a board meeting unless that meeting is called expressly for the delivery of board member continuing education. Continuing education may take place prior to or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(e)*

A regional education service center (ESC) board member continuing education program shall be open to any interested person, in-

cluding a current or prospective board member. A district is not responsible for any costs associated with individuals who are not current board members. *19 TAC 61.1(f)*

Annually, the SBOE shall commend those board-superintendent teams that complete at least eight hours of the continuing education specified at Team Building and Additional Continuing Education, below, as an entire board-superintendent team.

Annually, the SBOE shall commend board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG] or any other tool approved by the commissioner.

19 TAC 61.1(k), (l)

Verification

For each training described below, the provider of continuing education shall provide verification of completion of board member continuing education to the individual participant and to the participant's school district. The verification must include the provider's authorization or registration number. *19 TAC 61.1(h)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Local District
Orientation

Each board member shall complete a local district orientation session. The purpose of the local orientation is to familiarize new board members with local board policies and procedures and district goals and priorities.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall:

1. Be at least three hours in length.
2. Address local district practices in the following, in addition to topics chosen by the local district:
 - a. Curriculum and instruction;
 - b. Business and finance operations;
 - c. District operations;
 - d. Superintendent evaluation; and
 - e. Board member roles and responsibilities.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
3. Cybersecurity in Government Code 2054.5191 [see CQB].

The orientation shall be open to any board member who chooses to attend.

19 TAC 61.1(b)(1)

Education Code
Orientation

Each board member shall complete a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special, but not exclusive, emphasis on statutory provisions related to governing Texas school districts.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall be at least three hours in length. Topics shall include, but not be limited to, Education Code Chapter 26 (Parental

Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).

The orientation shall:

1. Be provided by an ESC.
2. Be open to any board member who chooses to attend.

The continuing education may be fulfilled through online instruction, provided that the training incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(2)

Legislative Update

After each session of the Texas Legislature, including each regular session and called session related to education, each board member shall complete an update to the basic orientation to the Education Code.

The update session shall be of sufficient length to familiarize board members with major changes in statute and other relevant legal developments related to school governance.

The update shall be provided by an ESC or a registered provider [see Registered Provider, below].

A board member who has attended an ESC basic orientation session described at Education Code Orientation, above, that incorporated the most recent legislative changes is not required to attend an update.

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(3)

Team Building

The entire board shall participate with their superintendent in a team-building session.

The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team.

The session shall be held annually and shall be at least three hours in length.

The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. [See BBD(EXHIBIT)] The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the year for the governance leadership team.

The team-building session shall be provided by an ESC or a registered provider [see Registered Provider and Authorized Provider, below].

19 TAC 61.1(b)(4)

Additional
Continuing
Education (Based
on Assessed
Needs)

In addition to the continuing education requirements set out above, each board member shall complete additional continuing education based on the framework for governance leadership. [See BBD(EXHIBIT)]

The purpose of continuing education is to address the continuing education needs referenced at Team Building above.

The continuing education shall be completed annually.

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials.

The continuing education shall be provided by an ESC or a registered provider [see Registered Provider, below].

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

First Year

In a board member's first year of service, he or she shall complete at least ten hours of continuing education in fulfillment of assessed needs.

*Subsequent
Years*

Following a board member's first year of service, he or she shall complete at least five hours of continuing education annually in fulfillment of assessed needs.

Board President

A board president shall complete continuing education related to leadership duties of a board president as some portion of the annual requirement.

19 TAC 61.1(b)(5)

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

Evaluating Student
Academic
Performance

Each board member shall complete continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness.

The purpose of the training on evaluating student academic performance is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

The purpose of the continuing education on setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness is to facilitate boards meeting the requirements of Education Code 11.185 and 11.186.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The continuing education shall be completed every two years and shall be at least three hours in length.

The continuing education required by this provision shall include, at a minimum:

1. Instruction in school board behaviors correlated with improved student outcomes with emphasis on:
 - a. Setting specific, quantifiable student outcome goals; and
 - b. Adopting plans to improve early literacy and numeracy and college, career, and military readiness for applicable student groups evaluated in the Closing the Gaps domain of the state accountability system established under Education Code Chapter 39;
2. Instruction in progress monitoring practices to improve student outcomes; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under Education Code Chapter 39, and the state accountability system established under Chapter 39.

The continuing education shall be provided by an authorized provider [see Authorized Provider, below].

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to complete training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Open Meetings Act.

19 TAC 61.1(b)(6)

Identifying and
Reporting Abuse

Each board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code 11.159(c)(2).

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The training shall be completed every two years and shall be at least one hour in length.

The training must familiarize board members with the requirements of Education Code 38.004 and 38.0041, and 19 Administrative Code 61.1051 (relating to Reporting Child Abuse or Neglect, Including Trafficking of a Child).

The training required by this provision shall include, at a minimum:

1. Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
2. Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
3. Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

The training sessions shall be provided by a registered provider [see Registered Provider, below].

This training may be completed online, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(7)

School Safety

The SBOE shall require a trustee to complete training on school safety. *Education Code 11.159(b-1)*

The continuing education required under Education Code 11.159(b-1) applies to each member of an independent school district board of trustees.

Each member shall complete the training on school safety adopted by the SBOE. The training requirement shall be fulfilled by completing the online course adopted by the SBOE and made available by the commissioner of education. The training shall be completed every two years.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed trustee who did not complete the training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

A district shall maintain verification of completion for each trustee.

19 TAC 61.3

Training Provider

*Registered
Provider*

For the purposes of 19 Administrative Code 61.1, a registered provider has demonstrated proficiency in the content required for a specific training. A private or professional organization, school district, government agency, college/university, or private consultant shall register with the Texas Education Agency (TEA) to provide the board member continuing education required by 19 Administrative Code 61.1(b)(3), (5), and (7) [see Legislative Update, Additional Continuing Education, and Identifying and Reporting Abuse, above].

A district that provides continuing education exclusively for its own board members is not required to register under 19 Administrative Code 61.1(c)(1)–(2).

19 TAC 61.1(c)

*Authorized
Provider*

An authorized provider meets all the requirements of a registered provider and has demonstrated proficiency in the content required by 19 Administrative Code 61.1(b)(4) and (6). Proficiency may be demonstrated in accordance with 19 Administrative Code 61.1(d).

A private or professional organization, school district, government agency, college/university, or private consultant may be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

An ESC shall be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

19 TAC 61.1(d)

[See above for 19 Administrative Code 61.1(b)(4) on Team Building and (b)(6) on Evaluating Student Academic Performance.]

Note: For cybersecurity training requirements, see CQB(LEGAL).



Board of Trustees

Date of Meeting

Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person

E-Mail Address

SUPERINTENDENT
EVALUATION

BJCD
(LOCAL)

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

Informal Evaluation

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

**Employment and
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

Appraisal Process

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the district in consultation with the district- and campus-level committees; and
 - b. Adopted by the board.

Education Code 21.354(c)

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)-(c)*

Annual
Performance Report

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

Confidentiality

A document evaluating the performance of a teacher or administrator is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. *Education Code 21.355* [For disclosure requirements on evaluations, see GBA.]



Board of Trustees

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Contact Person

E-Mail Address



Board of Trustees

Date of Meeting

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Attachments	
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Contact Person

E-Mail Address



Board of Trustees

Date of Meeting	
Item Type	

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Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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